

MAINE BUC

ReEmployME SYSTEM TRAINING

SELF SERVICE OPTIONS FOR CLAIMANTS



SELF SERVICE OPTIONS FOR CLAIMANTS

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ReEmployME System Navigation Overview



- **Radio Button**



! Only one Radio Button may be selected per answer (Yes/No)

! If a Radio Button is selected in error: **Double Click** it to deselect


- **A Red Asterisk** indicates a required Field



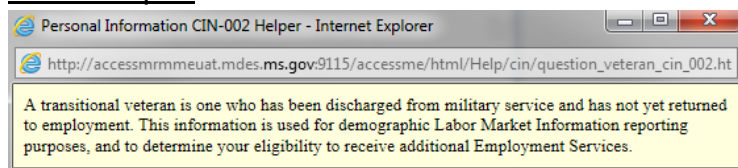
Not all fields that need to be filled in will have an asterisk but an error message will appear if a question is missed.



Error Messages

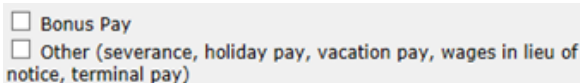
- **Helper Text** buttons, shown as Question Marks , provide additional information about questions asked. An additional window will pop up on the screen with a brief explanation of the question.

For example:



! To close the Helper Text Window, click on the Red X in the top right hand corner of the window.

- **Check Boxes**



! Multiple Check Boxes may be selected at the same time ("Check all that apply")

- **Command Buttons**, such as cancel, finish later, back, and next



help with basic navigation through the system between screens

- **Hyperlinks** [More Information](#) provide additional information if needed

- **Drop-Down Menus**



select the appropriate option

For example:



can be expanded to allow the user to


- **Calendar**



Clicking on the little square next to date fields brings up a calendar, which makes it easier to select specific dates:

A screenshot of a web-based calendar for November 2017. The calendar has a header with the month and year, and navigation arrows. The days of the week are listed in the first row. The dates are arranged in a grid. The date 15 is highlighted in red. The dates 29, 30, and 31 are shown in the first row, indicating the end of the month. The dates 1, 2, 3, and 4 are shown in the second row, indicating the start of the month.

November 2017						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

! Clicking the forward or back arrows  moves the calendar to a prior month, or following month.

! Clicking the full forward or full back arrows  moves the calendar to a prior year, or following year.

Section 1: Claimant sign-up:

Scenario 1a: Claimant – Create New Account

Step 1: Navigate to www.maine.gov/reemployme and click the Claimant Signup link on the home page of the ReEmployME Unemployment filing system:

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MAINE
DEPARTMENT OF
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Welcome LOGIN-001

Unemployment Services Login
* Required Information

* User ID

* Password (Case sensitive) **Submit**

[Forgot User ID](#) [Forgot Password](#)

If you are a Claimant, Select --> [Claimant Signup](#) to signup

MRM_ME_UAT_20171014-0631

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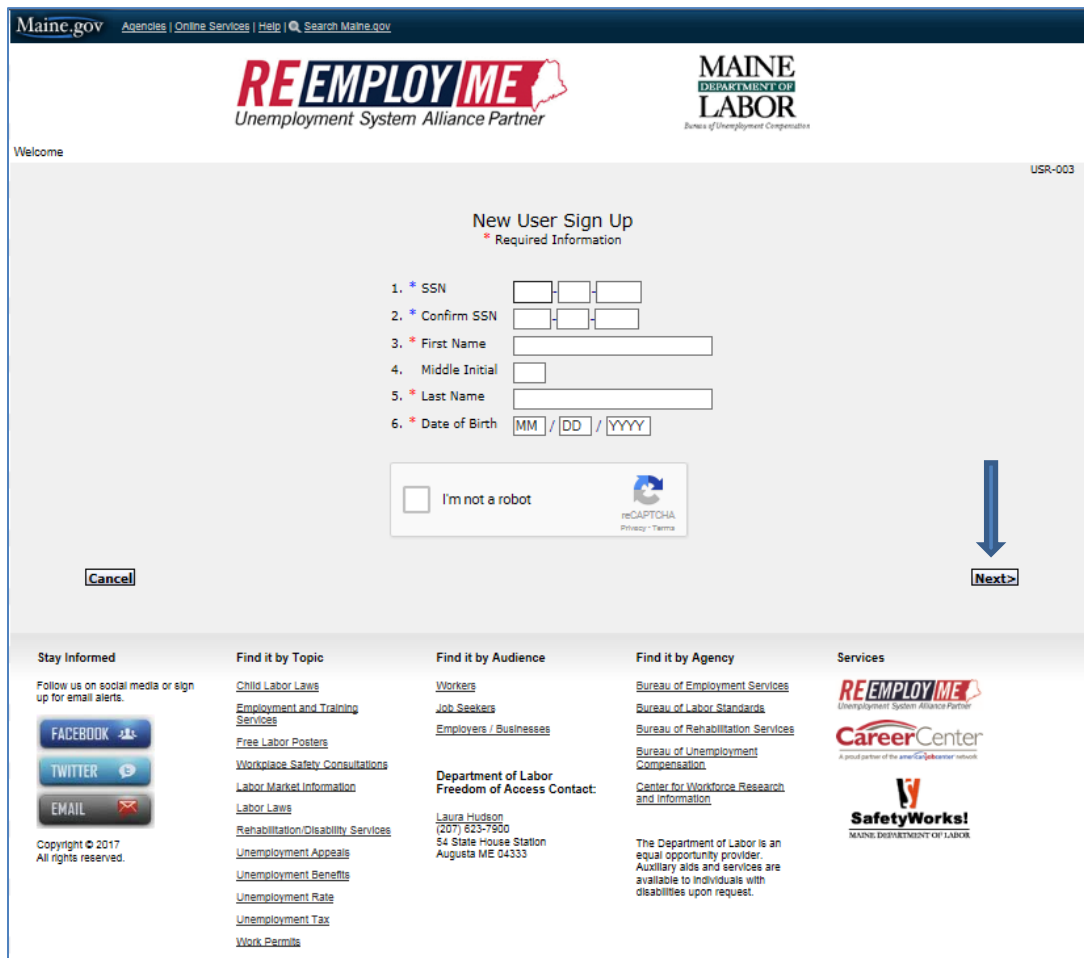
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Figure 1: ReEmployME Login screen

Step 2: Complete the information for New User Sign Up and click the Next  button:

Note: A red asterisk () indicates a required field*



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Welcome USR-003

New User Sign Up

* Required Information

1. * SSN
2. * Confirm SSN
3. * First Name
4. Middle Initial
5. * Last Name
6. * Date of Birth / /

☐ I'm not a robot 

[Cancel](#) [Next>](#)

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Figure 2: New User Sign Up screen

Step 3: Click the “I’m not a robot” box, which brings up an image with instructions. Continue to select the required fields until the “I am not a robot” question shows a green checkmark ✓.

The claimant will be returned to the New User Sign Up Screen; click Next to continue.

Note: In this case, the instructions are to “Select all squares with street signs” (instructions vary)

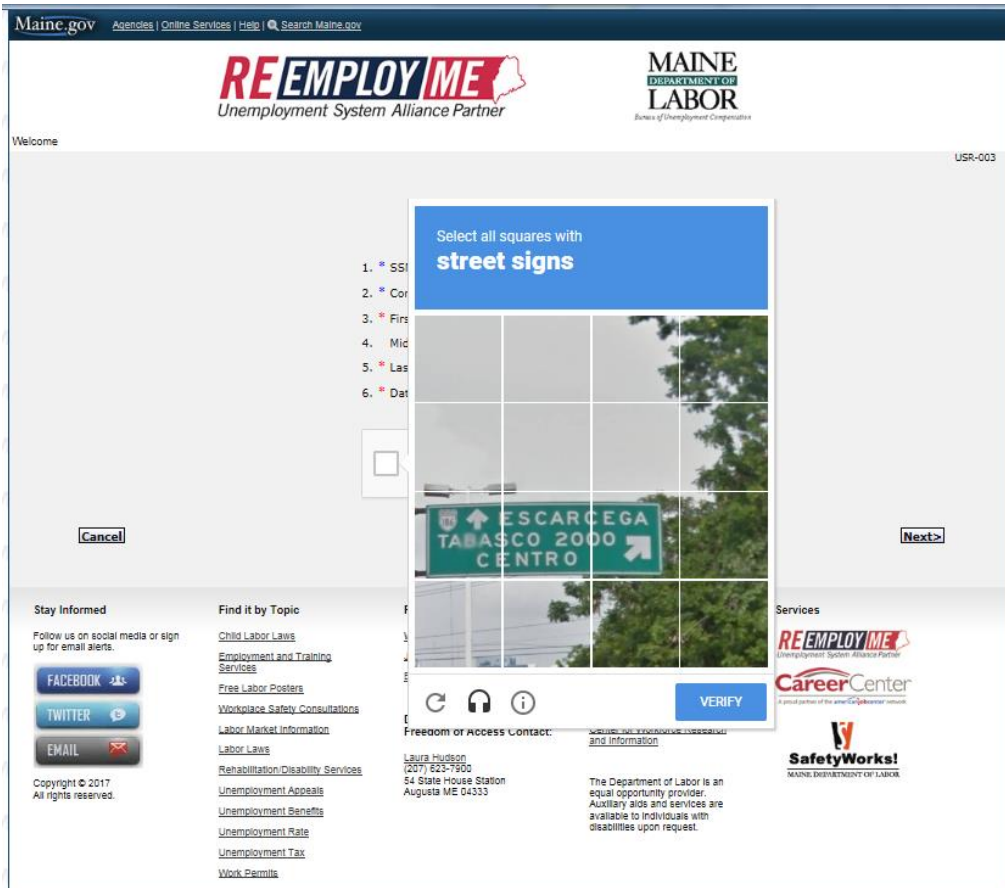


Figure 3: CAPTCHA screen

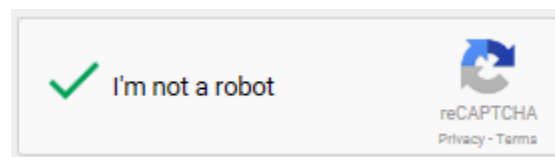


Figure 4: I'm not a robot confirmation

Step 4: Create your username and password, security questions, and enter a valid email address. Click the Submit **Submit** button.

- The User ID must be 6-30 characters and must start with a letter. If the email address meets these requirements, it may be a good choice for the User ID because it is easy to remember
- The password must be 8-15 characters and must contain 1 uppercase letter, 1 lowercase letter, 1 number, and 2 symbols
- Select and answer a security question; enter a valid email address; confirm the valid email address by entering it again. Click the “submit” button

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Welcome USR-011

Create User ID and Password

* Required Information

- * Create User ID**
(Must be 6-30 characters that you can remember and it must begin with a letter.)
- * Create Password**
(Case sensitive)
- * Confirm Password**
(Case sensitive)

The following question will be used to reset your password if you forget it

- * Security Question**
- * Answer**
(Case sensitive)
- * Enter Email Address**
- * Confirm Email Address**
Note: Your e-mail address will not be activated until you have completed the verification process. You will need to access your e-mail account and view the message "ME DOL Accounts: E-mail Verification".

<Back **Submit**

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Figure 5: Create User ID and Password screen

Step 5: The Successful Registration Confirmation screen is displayed. Click the Unemployment Services **Unemployment Services** button to return to the login screen.

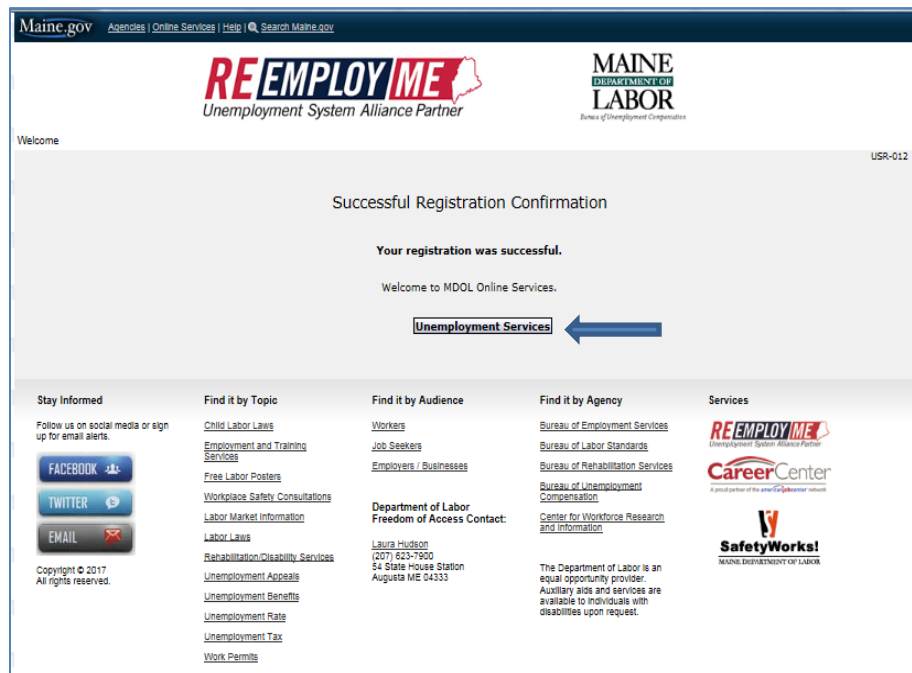


Figure 6: Successful Registration Confirmation screen

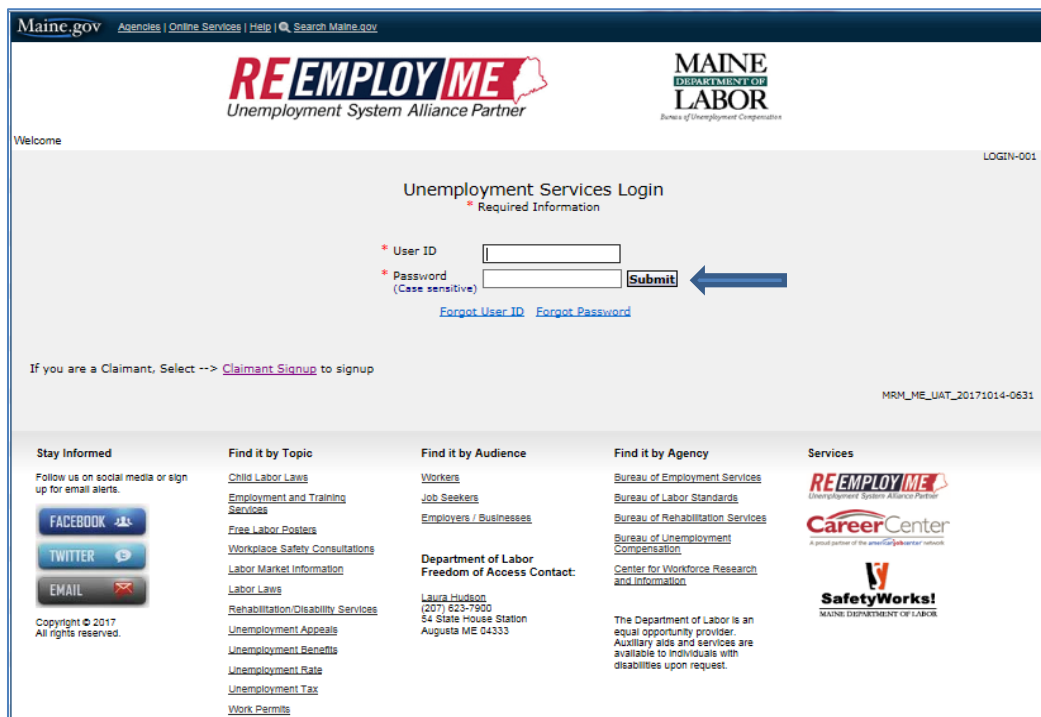
Step 6: At this time, claimants should next check their email account in order to activate it:

1. Claimants will receive an email at the email address provided. This email will come from enotification@maine.gov. The subject line will be: ME DOL Accounts: E-mail Verification. Please allow 15 minutes for this message to arrive in the Inbox. If the email is not received, check the spam or junk folder.

Open and read the email message, which contains a verification code. Write it down. Claimants will need this code to activate the email address within the ReEmployME system. This allows the Maine Bureau of Unemployment Compensation to send them information regarding claims.

2. Return to www.maine.gov/reemployme to log in using the new User ID and password.

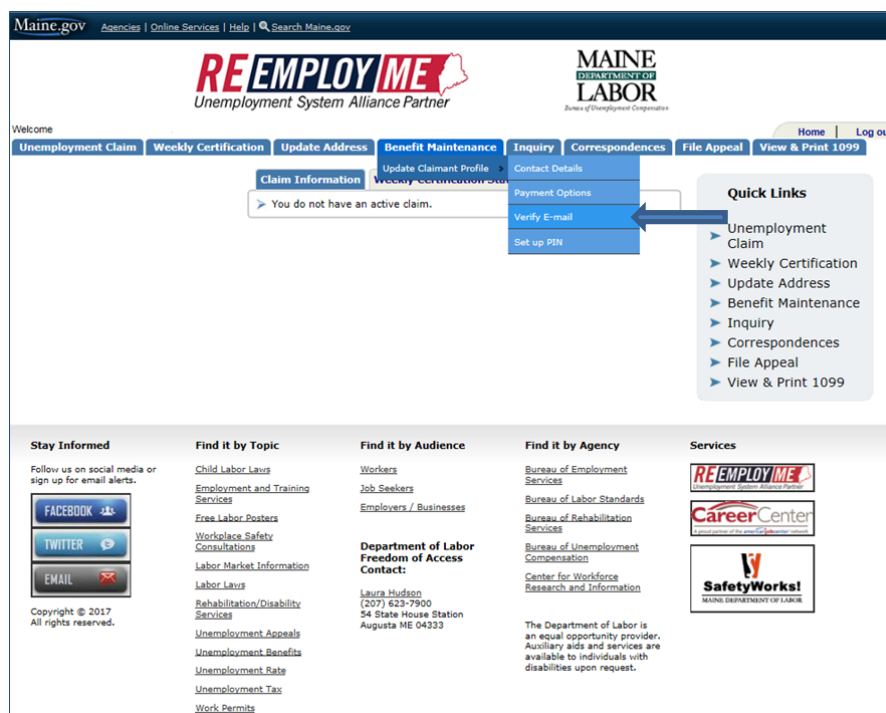
Step 7: On the login screen, enter the new User ID and Password. Click Submit .



The screenshot shows the ReEmployME login page. At the top, there's a header with 'Maine.gov' and navigation links. The main heading is 'REEMPLOY ME' with the tagline 'Unemployment System Alliance Partner'. Below this, the 'Unemployment Services Login' section contains a 'Required Information' box with fields for 'User ID' and 'Password (Case sensitive)', followed by a 'Submit' button. A blue arrow points to the 'Submit' button. Below the login fields are links for 'Forgot User ID' and 'Forgot Password'. A message states: 'If you are a Claimant, Select --> [Claimant Signup](#) to signup'. The footer includes social media links (Facebook, Twitter, Email), a 'Stay Informed' section, and various service links like 'Child Labor Laws', 'Employment and Training Services', etc.

Figure 7: ReEmployME Login screen

Step 8: On the home screen, look for the tab marked “Benefit Maintenance”. Click on it. Click “Update Claimant Profile,” then select “Verify Email”.



The screenshot shows the home screen of the ReEmployME system. At the top, there's a header with 'Maine.gov' and navigation links. The main heading is 'REEMPLOY ME' with the tagline 'Unemployment System Alliance Partner'. Below this, the 'Unemployment Services Login' section contains a 'Required Information' box with fields for 'User ID' and 'Password (Case sensitive)', followed by a 'Submit' button. A blue arrow points to the 'Submit' button. Below the login fields are links for 'Forgot User ID' and 'Forgot Password'. A message states: 'If you are a Claimant, Select --> [Claimant Signup](#) to signup'. The footer includes social media links (Facebook, Twitter, Email), a 'Stay Informed' section, and various service links like 'Child Labor Laws', 'Employment and Training Services', etc.

Figure 8: Verify Email path

Step 9: Enter the Verification Code, received in the email message from enotification@maine.gov, and click Next.

The screenshot shows the 'Email Verification' screen on the Maine.gov website. At the top, there are logos for 'REEMPLOY ME' and the 'MAINE DEPARTMENT OF LABOR'. The main heading is 'Email Verification' with a sub-note '* Required Information'. Below this, a message says 'Please enter the verification code from the email.' followed by a text input field labeled 'Verification Code' with a blue arrow pointing to it. To the left of the input field, there is a section titled 'Didn't get the Code?' with instructions: 'Make sure that: - Your Email address is correct. - Check your Email account junk/spam folder for email from enotification@maine.gov - Add enotification@maine.gov as a trusted contact in your email account's contact list - If you need another verification code, click [here](#). An email will be sent to you with a new verification code.' Below this are 'Cancel' and 'Next>' buttons. The footer contains several columns of links: 'Stay Informed' (Facebook, Twitter, Email), 'Find it by Topic' (Child Labor Laws, Employment and Training Services, Free Labor Posters, Workplace Safety Consultations, Labor Market Information, Labor Laws, Rehabilitation/Disability Services, Unemployment Appeals, Unemployment Benefits, Unemployment Rate), 'Find it by Audience' (Workers, Job Seekers, Employers / Businesses, Department of Labor Freedom of Access Contact: Laura Hudson (207) 623-7900, 54 State House Station, Augusta ME 04333), 'Find it by Agency' (Bureau of Employment Services, Bureau of Labor Standards, Bureau of Rehabilitation Services, Bureau of Unemployment Compensation, Center for Workforce Research and Information), and 'Services' (REEMPLOY ME, CareerCenter, SafetyWorks!).

Figure 9: Email Verification screen

Step 10: Email verification screen will show a confirmation message.

The screenshot shows the 'Email Verification' confirmation screen on the Maine.gov website. At the top, there are logos for 'REEMPLOY ME' and the 'MAINE DEPARTMENT OF LABOR'. The main heading is 'Email Verification'. Below this, a message says 'Your email address has been verified and any further correspondence will be sent to you by email. You may also reset your password should you forget it, or need to change it, via our automated system. Please make sure you check your email regularly.' Below this is a 'Home' button. The footer contains several columns of links: 'Stay Informed' (Facebook, Twitter, Email), 'Find it by Topic' (Child Labor Laws, Employment and Training Services, Free Labor Posters, Workplace Safety Consultations, Labor Market Information, Labor Laws, Rehabilitation/Disability Services, Unemployment Appeals, Unemployment Benefits, Unemployment Rate, Work Permits), 'Find it by Audience' (Workers, Job Seekers, Employers / Businesses, Department of Labor Freedom of Access Contact: Laura Hudson (207) 623-7900, 54 State House Station, Augusta ME 04333), 'Find it by Agency' (Bureau of Employment Services, Bureau of Labor Standards, Bureau of Rehabilitation Services, Bureau of Unemployment Compensation, Center for Workforce Research and Information), and 'Services' (REEMPLOY ME, CareerCenter, SafetyWorks!).

Figure 10: Email Verification Screen

Scenario 1b: Set up PIN*

Setting up a PIN is required to do the following:

1. It will allow a claimant to file Weekly Certifications on the IVR (Claimants may know this as the “automated phone filing system.”)
2. It will serve as an identity verification tool when contacting an Unemployment Customer Service Representative by phone

*Claimants who already have a PIN established prior to transitioning to the new system will not need to set up a new PIN. The existing PIN will transfer over to the new system.

Step 1: Navigate to www.maine.gov/reemployme. On the login screen, enter the User ID and Password. Click Submit .

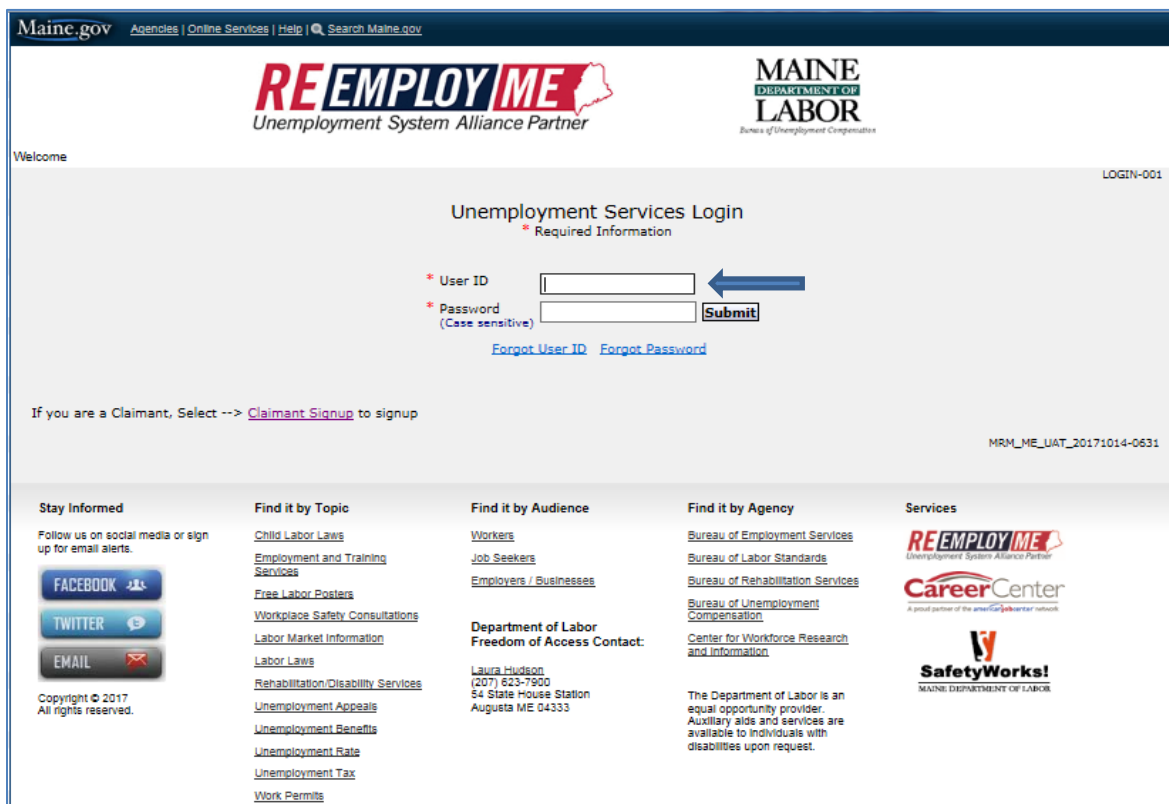


Figure 11: ReEmployME Login Screen

Step 2: From the home screen, navigate to Benefit Maintenance. Click “Update Claimant Profile,” and “Set up PIN”.

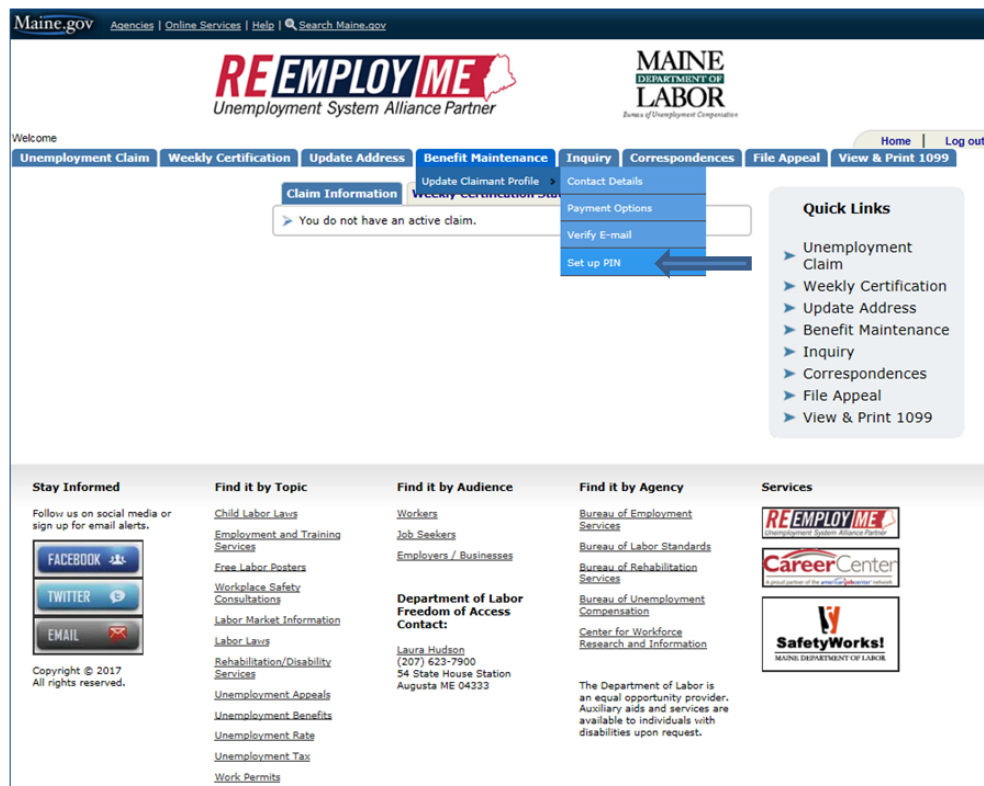


Figure 12: Set up PIN path

Step 3: Enter selected 4-digit PIN. Click Submit to set up PIN.

A screenshot of the 'Update IVR PIN' screen on the Maine Department of Labor website. The page title is 'Update IVR PIN' with a sub-header '* Required Information'. There are two input fields: '1. * PIN Number' and '2. * Confirm PIN Number', both containing four asterisks. Below the fields are '<Back' and 'Submit' buttons. The footer contains social media links, a 'Find it by Topic' section, a 'Find it by Audience' section, a 'Find it by Agency' section, and a 'Services' section with logos for 'REEMPLOY ME', 'CareerCenter', and 'SafetyWorks!'. The page number 'CFM-026' is visible in the top right corner.

Figure 13: Update IVR PIN screen

Section 2: Self-Service Options:

Scenario 2a: Update Contact Information

Step 1: Navigate to www.maine.gov/reemployme. On the login screen, enter the User ID and Password. Click Submit **Submit**.

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Welcome LOGIN-001

Unemployment Services Login
* Required Information

* User ID

* Password (Case sensitive) **Submit**

[Forgot User ID](#) [Forgot Password](#)

If you are a Claimant, Select --> [Claimant Signup](#) to signup

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Figure 14: ReEmployME Login screen

Step 2: From the home screen, navigate to Benefit Maintenance. Click “Update Claimant Profile,” and “Contact Details”.

The screenshot displays the Maine Department of Labor website. At the top, the 'REEMPLOY ME' logo is prominent, along with the 'MAINE DEPARTMENT OF LABOR' logo. A navigation bar includes links for 'Unemployment Claim', 'Weekly Certification', 'Update Address', 'Benefit Maintenance', 'Inquiry', 'Correspondences', 'File Appeal', and 'View & Print 1099'. The 'Benefit Maintenance' menu is expanded, showing 'Update Claimant Profile' and 'Contact Details'. A red arrow points to 'Contact Details'. Below this, a 'Claim Information' box lists details such as 'Your Claim Period: 10/29/2017 to 10/28/2018'. A 'Quick Links' section on the right lists various services. The footer contains social media links, a 'Find it by Topic' section, a 'Find it by Audience' section, a 'Find it by Agency' section, and a 'Services' section with logos for 'REEMPLOY ME', 'CareerCenter', and 'SafetyWorks!'.

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Welcome

Home | Log out

Unemployment Claim Weekly Certification Update Address **Benefit Maintenance** Inquiry Correspondences File Appeal View & Print 1099

Claim Information

- Update Claimant Profile
- Weekly Certification Status
- Contact Details
- Payment Options
- Verify E-mail
- Set up PIN

➤ Your Claim Period: 10/29/2017 to 10/28/2018
➤ Maximum Weekly Benefits:
➤ Total Amount of Benefits for Your Claim Period:
➤ Remaining Balance of Benefits:
➤ Your waiting period has not been served for your current claim period.

Quick Links

- Unemployment Claim
- Weekly Certification
- Update Address
- Benefit Maintenance
- Inquiry
- Correspondences
- File Appeal
- View & Print 1099

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Figure 15: Contact Details path

Step 3: Complete the Update Contact Information screen and make any necessary changes. Click the Submit **Submit** button to confirm.

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Welcome Home Log out

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

CPH-002

Update Contact Information

* Required Information

1. Claimant SSN
2. * First Name
3. Middle Initial
4. * Last Name
5. * Mailing Address
Address Line 1: 1 NEW ADDRESS
Address Line 2:
City: AUGUSTA
State/Province: Maine
ZIP Code: 04330
Country: United States
6. * Residential Address is
☒ Same as Mailing Address
☐ Different
7. * Residential Address
Address Line 1: 1 NEW ADDRESS
Address Line 2:
City: AUGUSTA
State/Province: Maine
ZIP Code: 04330
Country: United States
8. If Maine resident, select town: Augusta-04330
9. Telephone Number(s)
a. Primary Number: 111 - 111 - 1111
b. Secondary Number: 111 - 111 - 1111
10. * How may we contact you?
a. Email Acknowledgment: USPS Mail
11. * E-mail Address: newemailaddress@mai
12. * Confirm E-mail Address: newemailaddress@mai

TERMS AND CONDITIONS:
By checking "I Agree", you agree and consent to receive notification of unemployment insurance correspondence by email. You will receive an email

☐ I AGREE to the Terms and Conditions of MDOL regarding electronic notifications.
(Note: If you are using an email spam blocker, you may need to add @maine.gov to your list of trusted email addresses or domain names in order to properly receive email correspondence from MDOL.)

By providing your email address you can receive important information faster and more efficiently. You can also reset your password using our convenient automated system.

<Back Submit

Figure 16: Update Contact Information screen

If the email address associated with the account was previously activated, changing the email address will require activation of the new email address. Click [here](#) for further instructions

Step 4: Confirm the changes made on the Update Contact Information – Address Verification screen. Click the Next [Next>](#) button to move to the next screen. Click the Back [<Back](#) button go back to the prior screen if changes are needed.

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Welcome

[Unemployment Claim](#) [Weekly Certification](#) [Update Address](#) [Benefit Maintenance](#) [Inquiry](#) [Correspondences](#) [File Appeal](#) [View & Print 1099](#) [Home](#) [Log out](#)

CFM-006

Update Contact Information - Address Verification

Verify the mailing address on file with MDOL. To modify the address, select **Back**.

Mailing address:

Address Line 1 1 NEW ADDRESS
Address Line 2
City AUGUSTA
State Maine
ZIP Code 04330
Country United States

[<Back](#) [Next>](#)

Figure 17: Update Contact Information - Address Verification screen

Step 5: Review Update Contact Information screen. Click Home [Home](#) to return to the main home page.

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SUC-002

Update Contact Information

The Contact Information has been updated successfully.

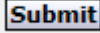
Your e-mail address will not be activated until you have completed the verification process.

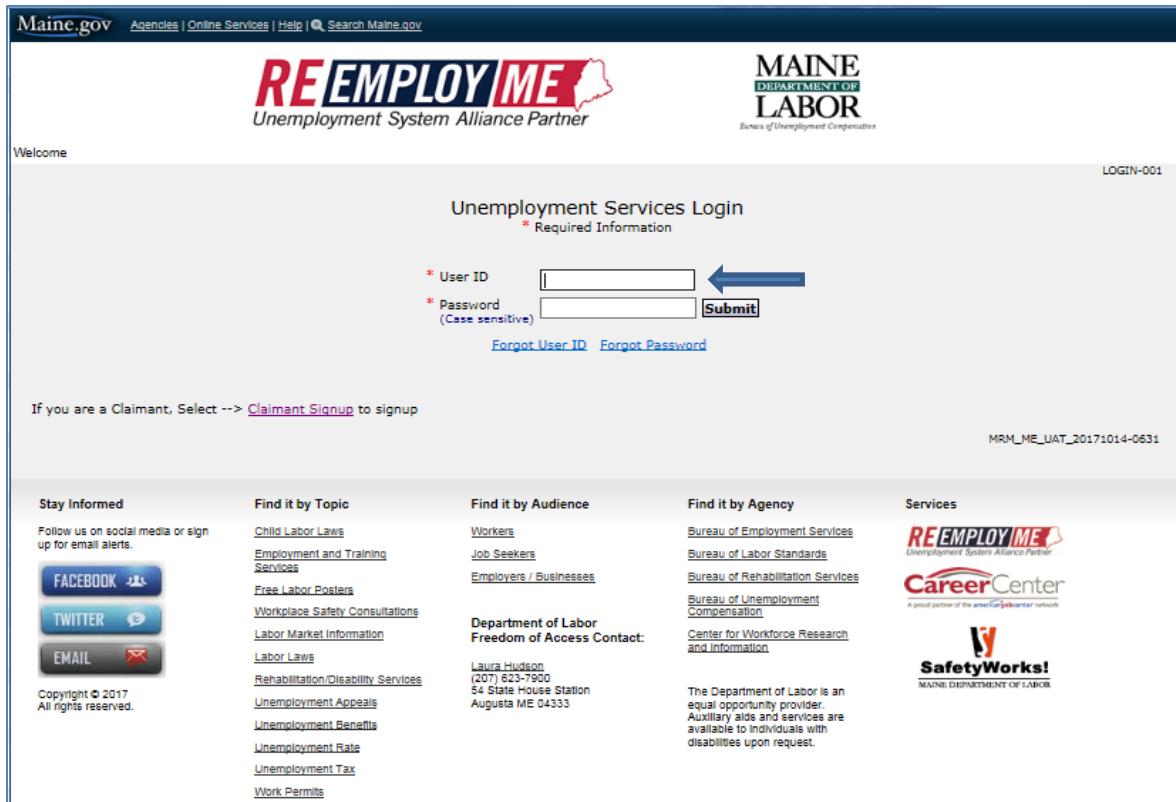
You will need to access your e-mail account and view the message 'ME DOL Accounts: E-mail Verification'. Click on the link labeled "Verify E-Mail Address" to confirm your e-mail address. You will then be directed to a Login screen to complete the verification process.

[Home](#)

Figure 18: Update Contact Confirmation screen

Scenario 2b: Check Claim Status

Step 1: Navigate to www.maine.gov/reemployme. On the login screen, enter the User ID and Password. Click Submit .



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Welcome LOGIN-001

Unemployment Services Login
* Required Information

* User ID

* Password (Case sensitive) **Submit**

[Forgot User ID](#) [Forgot Password](#)

If you are a Claimant, Select --> [Claimant Signup](#) to signup

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Figure 19: ReEmployME Login screen

Step 2: From the home screen, navigate to Inquiry. Click “Benefits,” and “Claimant / Claim Inquiry”.

The screenshot displays the Maine Department of Labor website. At the top, the navigation bar includes links for Agencies, Online Services, Help, and a search function. The main header features the 'REEMPLOY ME' logo and the 'MAINE DEPARTMENT OF LABOR' logo. Below the header, a horizontal menu contains links for Unemployment Claim, Weekly Certification, Update Address, Benefit Maintenance, Inquiry, Correspondences, File Appeal, and View & Print 1099. The 'Inquiry' link is highlighted, and a dropdown menu shows 'Benefits' and 'Claimant / Claim Inquiry'. The 'Claimant / Claim Inquiry' link is selected, leading to a page with a 'Claim Information' box and a 'Quick Links' sidebar. The 'Claim Information' box lists: 'Your Claim Period: 10/29/2017 to 10/28/2018', 'Maximum Weekly Benefits:', 'Total Amount of Benefits for Your Claim Period: \$10868.00', 'Remaining Balance of Benefits:', and 'Your waiting period has not been served for your current claim period.' The 'Quick Links' sidebar lists: Unemployment Claim, Weekly Certification, Update Address, Benefit Maintenance, Inquiry, Correspondences, File Appeal, and View & Print 1099. The footer contains sections for 'Stay Informed' (social media links), 'Find it by Topic' (Child Labor Laws, Employment and Training Services, Free Labor Posters, Workplace Safety Consultations, Labor Market Information, Labor Laws, Rehabilitation/Disability Services, Unemployment Appeals, Unemployment Benefits, Unemployment Rate, Unemployment Tax, Work Permits), 'Find it by Audience' (Workers, Job Seekers, Employers / Businesses, Department of Labor Freedom of Access Contact: Laura Hudson, (207) 623-7900, 54 State House Station, Augusta ME 04333), 'Find it by Agency' (Bureau of Employment Services, Bureau of Labor Standards, Bureau of Rehabilitation Services, Bureau of Unemployment Compensation, Center for Workforce Research and Information), and 'Services' (REEMPLOY ME logo and two empty boxes). A copyright notice for 2017 is also present.

Figure 20: Claimant / Claim Inquiry path

Step 3: Review Claim Summary screen, which will show the benefit year start and end date, the Weekly Benefit Amount and Balance, any Pending or Processed Weekly Certifications.

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[Unemployment Claim](#) | [Weekly Certification](#) | [Update Address](#) | [Benefit Maintenance](#) | [Inquiry](#) | [Correspondences](#) | [File Appeal](#) | [View & Print 1099](#)

INQ-001

Claim Summary

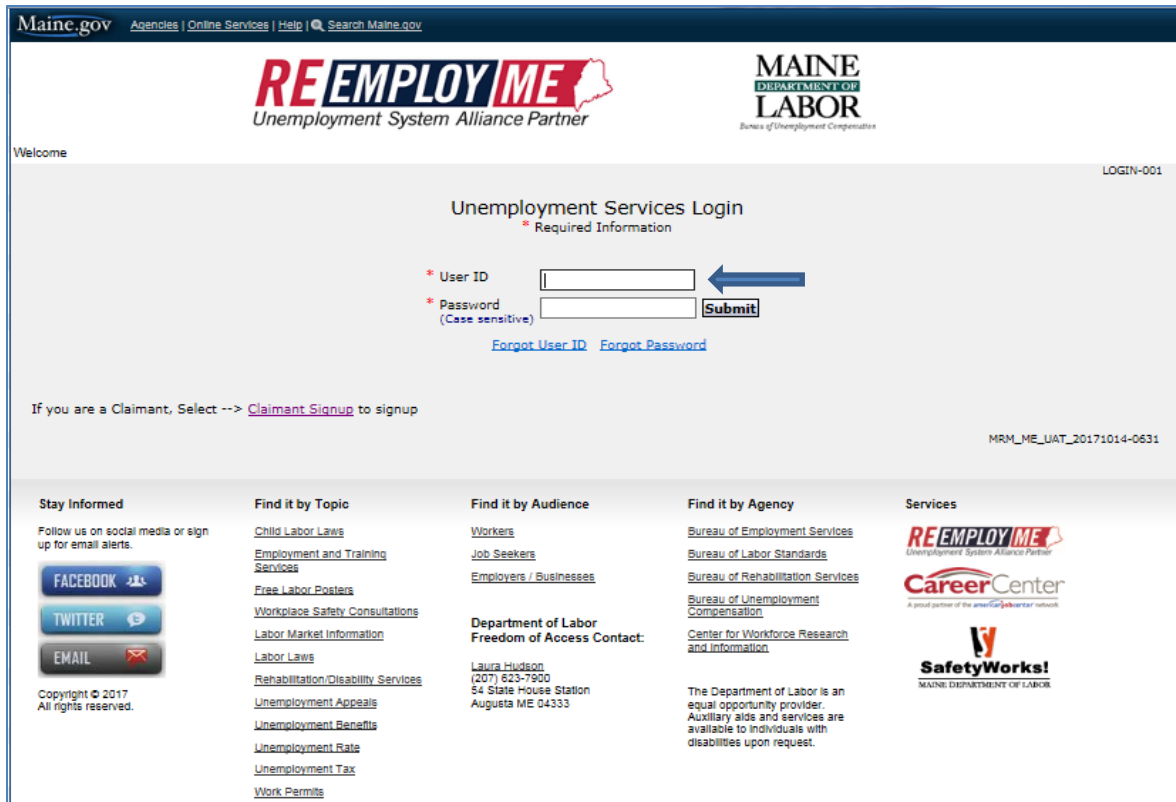
Claimant SSN		Claimant Name	
		Claimant Id	
Claimant Details			
Mailing Address	1 NEW ADDRESS AUGUSTA ME 04330	Telephone Number	111-111-1111
Residential Address	1 NEW ADDRESS AUGUSTA ME 04330	Date of Birth	
		Gender	Female
		Report Location	N/A
		Residence County	
Claim Details			
Type	Regular -UI Only	Status	Active
Claim Start Date	10/29/2017	Base Period	Jul-Sep 2016
Claim End Date	10/28/2018		Oct-Dec 2016
Weekly Amount	\$ 418.00		Jan-Mar 2017
Maximum Amount	\$ 10,868.00		Apr-Jun 2017
Balance	\$ 10,868.00		
Pension	N/A		
Adjusted Weekly Amount	N/A		
Pending Weekly Certification(s) No pending weekly certifications.			
Processed Weekly Certification(s) No Processed Weekly Certifications			
Unemployment Verification			

[Back](#)

Figure 21: Claim Summary screen

Scenario 2c: View and Print History Record for LIHEAP, etc.

Step 1: Navigate to www.maine.gov/reemployme. On the login screen, enter the User ID and Password. Click Submit .



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Welcome LOGIN-001

Unemployment Services Login
* Required Information

* User ID

* Password (Case sensitive) **Submit**

[Forgot User ID](#) [Forgot Password](#)

If you are a Claimant, Select --> [Claimant Signup](#) to signup

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Figure 22: ReEmployME Login screen

Step 2: From the home screen, navigate to Inquiry. Click “Benefits,” and “Claimant / Claim Inquiry”.

The screenshot displays the Maine Department of Labor website. At the top, the navigation bar includes links for Agencies, Online Services, Help, and a search function. The main header features the 'REEMPLOY ME' logo and the 'MAINE DEPARTMENT OF LABOR' logo. Below the header, a horizontal menu contains links for Unemployment Claim, Weekly Certification, Update Address, Benefit Maintenance, Inquiry, Correspondences, File Appeal, and View & Print 1099. The 'Inquiry' link is highlighted, and a dropdown menu shows 'Benefits' and 'Claimant / Claim Inquiry'. The 'Claimant / Claim Inquiry' link is selected, leading to a page with a 'Claim Information' box and a 'Quick Links' sidebar. The 'Claim Information' box lists: 'Your Claim Period: 10/29/2017 to 10/28/2018', 'Maximum Weekly Benefits:', 'Total Amount of Benefits for Your Claim Period: \$10868.00', 'Remaining Balance of Benefits:', and 'Your waiting period has not been served for your current claim period.' The 'Quick Links' sidebar lists: Unemployment Claim, Weekly Certification, Update Address, Benefit Maintenance, Inquiry, Correspondences, File Appeal, and View & Print 1099. The footer contains sections for 'Stay Informed' (social media links), 'Find it by Topic' (Child Labor Laws, Employment and Training Services, Free Labor Posters, Workplace Safety Consultations, Labor Market Information, Labor Laws, Rehabilitation/Disability Services, Unemployment Appeals, Unemployment Benefits, Unemployment Rate, Unemployment Tax, Work Permits), 'Find it by Audience' (Workers, Job Seekers, Employers / Businesses, Department of Labor Freedom of Access Contact: Laura Hudson, (207) 623-7900, 54 State House Station, Augusta ME 04333), 'Find it by Agency' (Bureau of Employment Services, Bureau of Labor Standards, Bureau of Rehabilitation Services, Bureau of Unemployment Compensation, Center for Workforce Research and Information), and 'Services' (REEMPLOY ME logo, two empty boxes). A copyright notice for 2017 is also present.

Figure 23: Claimant / Claim Inquiry path

Step 3: From the Claim Summary screen, click on the Unemployment Verification hyperlink.

[Unemployment Verification](#)

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[Unemployment Claim](#) | [Weekly Certification](#) | [Update Address](#) | [Benefit Maintenance](#) | [Inquiry](#) | [Correspondences](#) | [File Appeal](#) | [View & Print 1099](#)

INV-001

Claim Summary

Claimant SSN		Claimant Name Claimant Id	
Claimant Details			
Mailing Address	1 NEW ADDRESS AUGUSTA ME 04330	Telephone Number	111-111-1111
Residential Address	1 NEW ADDRESS AUGUSTA ME 04330	Date of Birth	
		Gender	Female
		Report Location	N/A
		Residence County	
Claim Details			
Type	Regular -UI Only	Status	Active
Claim Start Date	10/29/2017	Base Period	Jul-Sep 2016
Claim End Date	10/28/2018		Oct-Dec 2016
Weekly Amount	\$ 418.00		Jan-Mar 2017
Maximum Amount	\$ 10,868.00		Apr-Jun 2017
Balance	\$ 10,868.00		
Pension	N/A		
Adjusted Weekly Amount	N/A		
Pending Weekly Certification(s) No pending weekly certifications.			
Processed Weekly Certification(s) No Processed Weekly Certifications			
Unemployment Verification			
Back			

Figure 24: Claim Summary screen

Step 4: Review Maine Department of Labor Unemployment Verification screen. Click the Print [Print](#) hyperlink to print screen.

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[Unemployment Claim](#) | [Weekly Certification](#) | [Update Address](#) | [Benefit Maintenance](#) | [Inquiry](#) | [Correspondences](#) | [File Appeal](#) | [View & Print 1099](#)

INQ-002

Maine Department of Labor
Unemployment Verification

11/16/2017

Claimant Name
Mailing Address

1 NEW ADDRESS
AUGUSTA ME 04330

Claimant SSN

Monetary Information

Benefit Year From 10/29/2017 To 10/28/2018

1.	Weekly Benefit Amount	\$418.00
2.	Maximum Benefit Amount	\$10,868.00
3.	Balance of Benefits for Benefit Year	\$10,868.00
4.	Date Most Recent Weekly Certification Filed	

Reason Claimant is not receiving benefits

1.	Insufficient Wages	No
2.	Disqualified	N/A
3.	Issue Pending	Yes

Processed Weekly Certification(s)

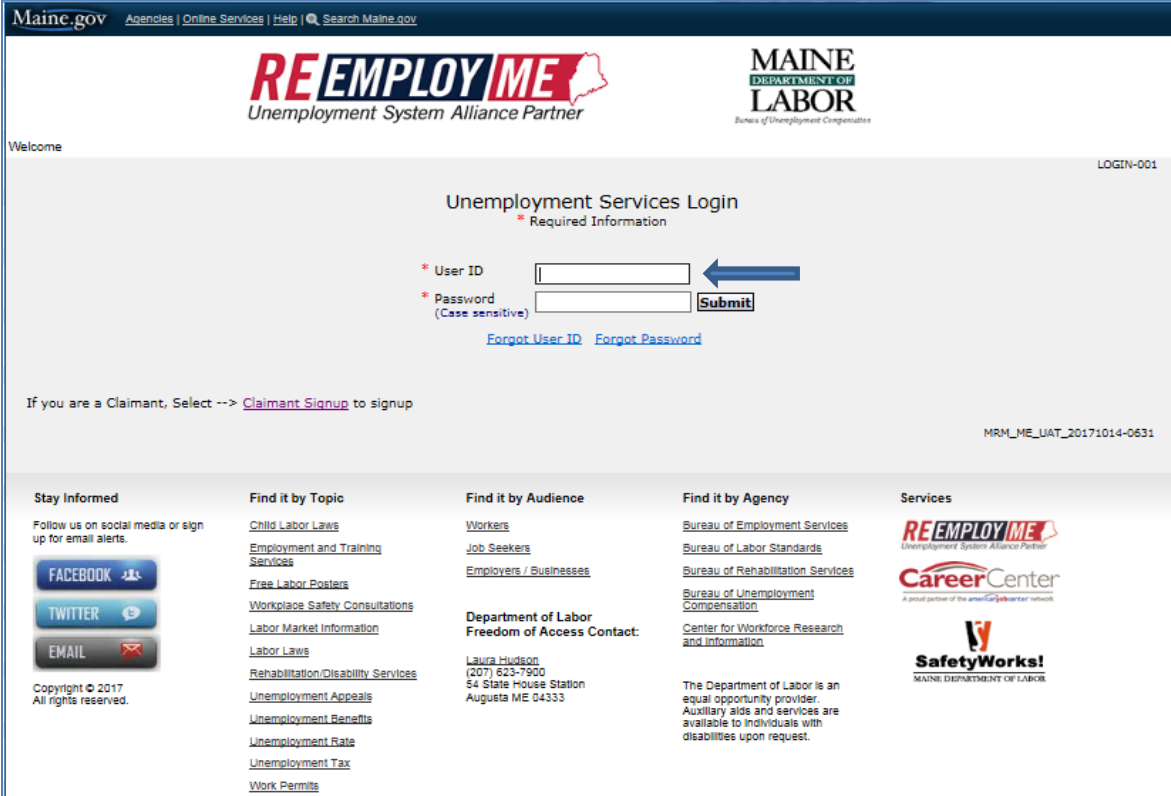
No Processed Weekly Certifications

[Print](#)  [Back](#)

Figure 25: Maine Department of Labor Unemployment Verification screen

Scenario 2d: Change Payment Method

Step 1: Navigate to www.maine.gov/reemploy.me. On the login screen, enter the User ID and Password. Click Submit .



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Welcome LOGIN-001

Unemployment Services Login
* Required Information

* User ID

* Password (Case sensitive) **Submit**

[Forgot User ID](#) [Forgot Password](#)

If you are a Claimant, Select --> [Claimant Signup](#) to signup

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Figure 26: ReEmployME Login screen

Step 2: From the home screen, navigate to Benefit Maintenance. Click “Update Claimant Profile,” and “Payment Options”.

The screenshot displays the Maine Department of Labor website. At the top, the 'REEMPLOY ME' logo is prominent, along with the 'MAINE DEPARTMENT OF LABOR' logo. A navigation bar includes links for 'Unemployment Claim', 'Weekly Certification', 'Update Address', 'Benefit Maintenance', 'Inquiry', 'Correspondences', 'File Appeal', and 'View & Print 1099'. The 'Benefit Maintenance' menu is expanded, showing options like 'Update Claimant Profile', 'Contact Details', 'Payment Options', 'Verify E-mail', and 'Set up PIN'. A blue arrow points to the 'Payment Options' link. Below the navigation bar, there is a 'Claim Information' section with details about the claim period and benefits. To the right, a 'Quick Links' section provides shortcuts to various services. The footer contains social media links, a 'Find it by Topic' section with links to various labor-related topics, a 'Find it by Audience' section, a 'Find it by Agency' section, and a 'Services' section with logos for 'REEMPLOY ME', 'CareerCenter', and 'SafetyWorks!'. A copyright notice for 2017 is also present.

Figure 27: Payment Options path

Step 3: Update Federal/State Tax withholding status, or payment method. If Direct Deposit is selected, complete the required fields. Click the submit **Submit** button to confirm.

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Welcome Home Log out

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099 CFM-004

Update Payment Information

* Required Information

1. Claimant SSN
2. Date of Birth
3. First Name
4. Middle Initial
5. Last Name
6. * Federal Tax Withheld ☐ No
7. * State Tax Withheld ☐ No
8. * Select your preferred method of receiving benefit payments
☒ Direct Deposit ☐ Debit Card

If you selected Direct Deposit, enter the following information:

- a. Name on Bank Account
- b. Account Type
- c. Bank Account Number
- d. Confirm Bank Account Number
- e. Bank Routing Number
- f. Confirm Bank Routing Number

<Back Submit

Figure 28: Update payment Information screen

Step 4: The Update Payment Information Confirmation screen will show. Click Home **Home** to return to the main home page.

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Welcome Home Log out

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099 SUC-002

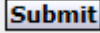
Update Payment Information Confirmation

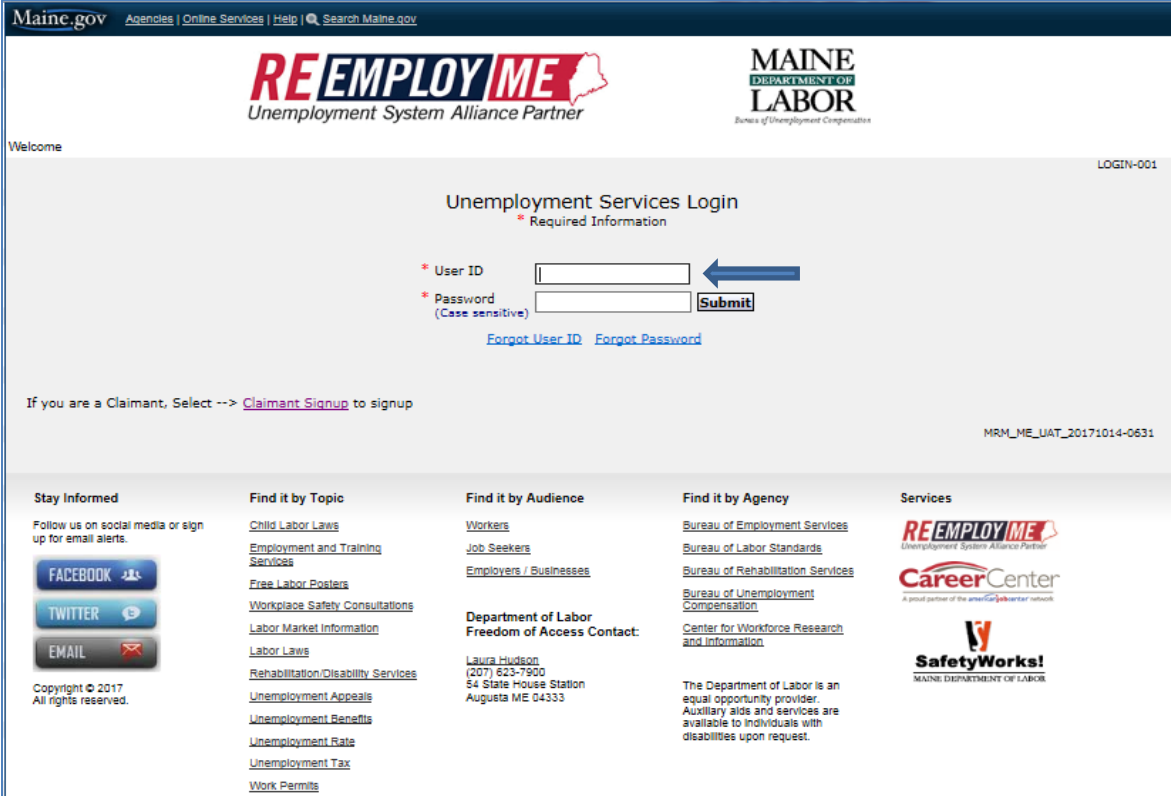
The Payment Information has been updated successfully.

Home

Figure 29: Update Payment Information Confirmation screen

Scenario 2e: File an Appeal

Step 1: Navigate to www.maine.gov/reemployme. On the login screen, enter the User ID and Password. Click Submit .



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Welcome LOGIN-001

Unemployment Services Login
* Required Information

* User ID

* Password (Case sensitive) **Submit**

[Forgot User ID](#) [Forgot Password](#)

If you are a Claimant, Select --> [Claimant Signup](#) to signup

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Figure 30: ReEmployME Login screen

Step 2: From the home screen, navigate to File Appeal. Click “File Appeal”.

The screenshot displays the Maine Department of Labor website. At the top, the 'REEMPLOY ME' logo is prominent, along with the 'MAINE DEPARTMENT OF LABOR' logo. A navigation bar includes links for 'Unemployment Claim', 'Weekly Certification', 'Update Address', 'Benefit Maintenance', 'Inquiry', 'Correspondences', 'File Appeal', and 'View & Print 1099'. The 'File Appeal' link is highlighted with a blue arrow. Below the navigation bar, a 'Claim Information' box shows details for a claim period from 08/27/2017 to 08/26/2018, with a total benefit amount of \$10868.00. A 'Quick Links' sidebar on the right lists various services, including 'File Appeal'. The footer contains social media links, a 'Find it by Topic' section with links like 'Child Labor Laws' and 'Unemployment Appeals', a 'Find it by Audience' section with contact information for Laura Hudson, and a 'Services' section with logos for 'REEMPLOY ME', 'CareerCenter', and 'SafetyWorks!'.

Figure 31: File Appeal path

Step 3: Select the Radio Button for the decision to be appealed. Click the Next **Next>** button to move to the next screen.

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Welcome

Home Log out

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

APP-003

List of Decisions
* Required Information

Claimant SSN Claimant Name

Claims Adjudicator Decision(s)

Select *	Decision	Issue Description - Issue Details	Employer Name	Decision Mail Date	Appeal Status
<input type="radio"/>	Denied	Discharge - Misconduct -	TARGET CORPORATION	11/13/2017	Appealed
<input type="radio"/>	Denied	Remuneration - REM - Only One Partial Week	MCCAIN FOODS USA INC	11/13/2017	Not Appealed

Next>

Figure 32: List of Decisions screen

A decision with "Appeal Status: Appealed" cannot be Appealed again until the current Appeal is resolved

Step 4: Complete the required fields on the File Appeal Information screen. Click the Submit  button to complete the appeal filing process.



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Welcome Home Log out

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

APP-011

File Appeal Information
* Required Information

Claimant SSN MDOL SEIN
Issue Description Remuneration
Issue Details REM - Only One Partial Week

Claimant Name
Employer Name MCCAIN FOODS USA INC
Decision Mail Date 11/13/2017
Decision Detail Denied

1. * Appeal Filed Date 11 / 16 / 2017
2. * Reason for Appeal
(Must not exceed 1000 characters)
3. * Interpreter Required ☐ Yes ☐ No
a. If Yes, Select the Language -Select-
i. If Other, enter language

<Back Submit

Figure 33: File Appeal Information screen

Step 5: Review File Appeal Confirmation screen. Take note of the docket number provided, which may be requested when contacting the Bureau of Unemployment Compensation regarding the appeal.



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Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

APP-013

File Appeal Confirmation

Claimant SSN MDOL SEIN
Claimant Name
Employer Name MCCAIN FOODS USA INC

The docket number for this appeal is **92397**.

The appeal has been submitted and will be scheduled for a hearing with an Administrative Hearing Officer. A notification with the date and time of the hearing will be mailed to you at the following address:

To modify this address, go to the Maintenance menu and select Update Contact Details.

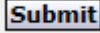
If you remain unemployed, you should continue to file your weekly certification until you receive a decision on your appeal.

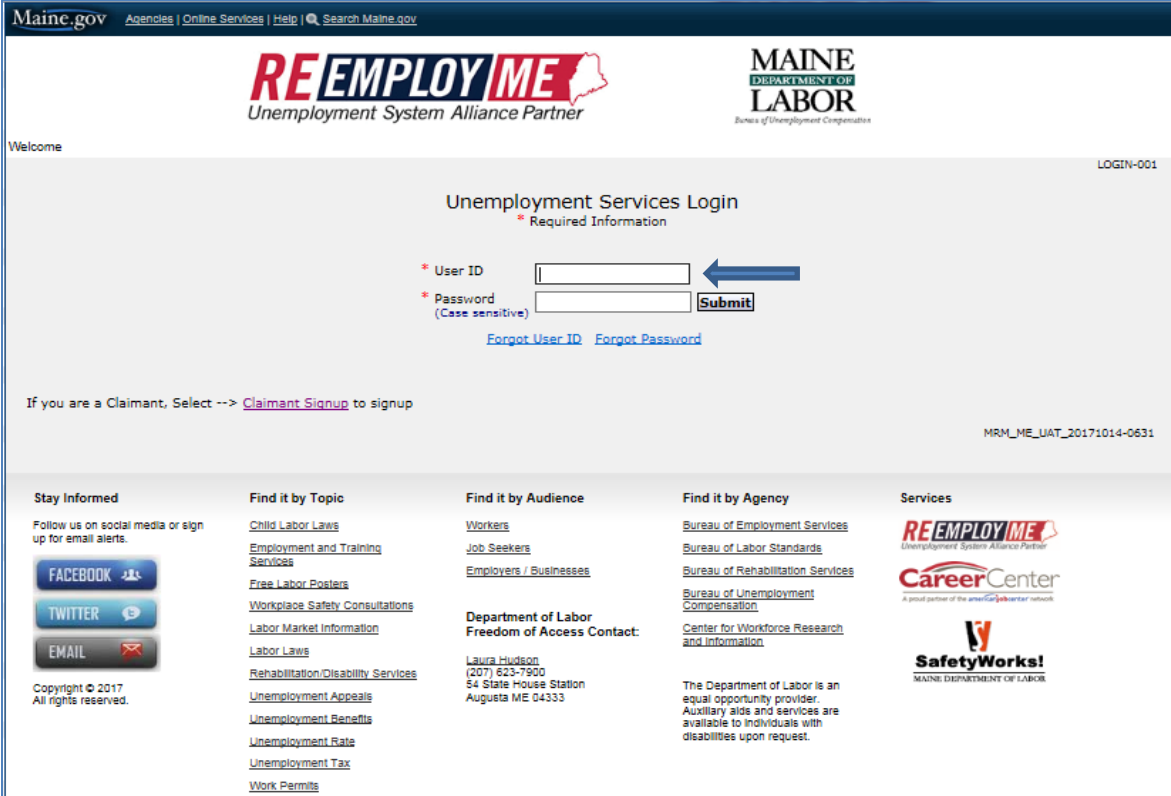
To print and save this screen for your records, select [Print](#).

Home

Figure 34: File Appeal Confirmation screen

Scenario 2f: View/Print Outgoing System Correspondence

Step 1: Navigate to www.maine.gov/reemployme. On the login screen, enter the User ID and Password. Click Submit .



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Welcome LOGIN-001

Unemployment Services Login
* Required Information

* User ID

* Password (Case sensitive) **Submit**

[Forgot User ID](#) [Forgot Password](#)

If you are a Claimant, Select --> [Claimant Signup](#) to signup

MRM_ME_UAT_20171014-0631

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Freedom of Access Contact:**
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(207) 623-7900
54 State House Station
Augusta ME 04333

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
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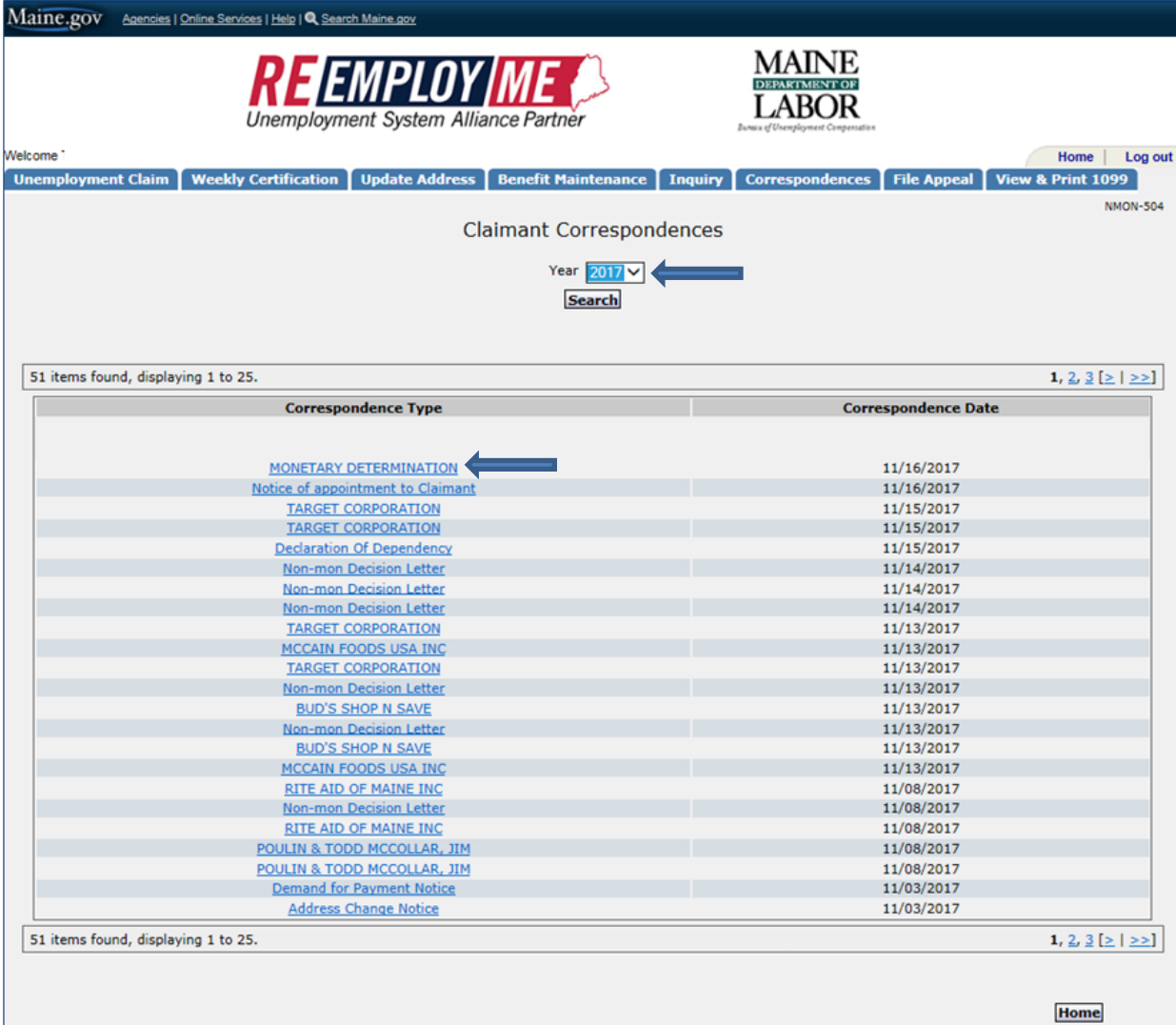
Figure 35: ReEmployME Login screen

Step 2: From the home screen, navigate to Correspondences. Click “Claimant Correspondence”, and “Benefits”.

The screenshot displays the Maine Department of Labor website. At the top, the navigation bar includes links for Agencies, Online Services, Help, and a search function. The main header features the 'REEMPLOY ME' logo and the 'MAINE DEPARTMENT OF LABOR' logo. Below the header, a 'Welcome' message is followed by a series of tabs: Unemployment Claim, Weekly Certification, Update Address, Benefit Maintenance, Inquiry, Correspondences, File Appeal, and View & Print 1099. The 'Correspondences' tab is selected, and a sub-menu shows 'Claimant Correspondences' and 'Benefits'. The 'Benefits' sub-menu is further expanded, showing 'Quick Links' such as Unemployment Claim, Weekly Certification, Update Address, Benefit Maintenance, Inquiry, Correspondences, File Appeal, and View & Print 1099. A 'Claim Information' box displays the following details: Your Claim Period: 08/27/2017 to 08/26/2018; Maximum Weekly Benefits; Total Amount of Benefits for Your Claim Period: \$10868.00; Remaining Balance of Benefits; and Your weekly certification for 09/09/2017 was used as your waiting period for the current claim period and will not be paid. The footer section contains five columns: Stay Informed (with social media links for Facebook, Twitter, and Email), Find it by Topic (with links to various labor-related topics), Find it by Audience (with links for Workers, Job Seekers, and Employers/Businesses), Find it by Agency (with links to various bureaus and centers), and Services (with logos for REEMPLOY ME, CareerCenter, and SafetyWorks!).

Figure 36: Correspondence path

Step 3: Select the year for the system-generated Correspondence to be viewed and click Search . Click on any of the document hyperlinks to load the corresponding PFD. Print as needed.



Maine.gov Agencies | Online Services | Help | Search Maine.gov


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Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

Claimant Correspondences

Year 

51 items found, displaying 1 to 25. 1, 2, 3 [> | >>]

Correspondence Type	Correspondence Date
MONETARY DETERMINATION	11/16/2017
Notice of appointment to Claimant	11/16/2017
TARGET CORPORATION	11/15/2017
TARGET CORPORATION	11/15/2017
Declaration Of Dependency	11/15/2017
Non-mon Decision Letter	11/14/2017
Non-mon Decision Letter	11/14/2017
Non-mon Decision Letter	11/14/2017
TARGET CORPORATION	11/13/2017
MCCAIN FOODS USA INC	11/13/2017
TARGET CORPORATION	11/13/2017
Non-mon Decision Letter	11/13/2017
BUD'S SHOP N SAVE	11/13/2017
Non-mon Decision Letter	11/13/2017
BUD'S SHOP N SAVE	11/13/2017
MCCAIN FOODS USA INC	11/13/2017
RITE AID OF MAINE INC	11/08/2017
Non-mon Decision Letter	11/08/2017
RITE AID OF MAINE INC	11/08/2017
POULIN & TODD MCCOLLAR, JIM	11/08/2017
POULIN & TODD MCCOLLAR, JIM	11/08/2017
Demand for Payment Notice	11/03/2017
Address Change Notice	11/03/2017

51 items found, displaying 1 to 25. 1, 2, 3 [> | >>]

[Home](#)

Figure 37: Claimant Correspondences screen

Section 3: File Initial Claim / Weekly Certifications from

Scenario 3a: Instructions to File an Initial Claim

Step 1: Go to www.maine.gov/reemployme Login with username and password.

The screenshot shows the ReEmployME login page. At the top, there's a navigation bar with 'Maine.gov', 'Agencies', 'Online Services', 'Help', and a search bar. Below this is the 'REEMPLOY ME' logo with the tagline 'Unemployment System Alliance Partner' and the 'MAINE DEPARTMENT OF LABOR' logo with 'Bureau of Unemployment Compensation'. The main heading is 'Unemployment Services Login' with a sub-heading '* Required Information'. There are two input fields: '* User ID' and '* Password (Case sensitive)'. A blue arrow points to the password field. A 'Submit' button is to the right of the password field. Below the fields are links for 'Forgot User ID' and 'Forgot Password'. A message states: 'If you are a Claimant, Select --> [Claimant Signup](#) to signup'. The footer contains several sections: 'Stay Informed' with social media links (Facebook, Twitter, Email) and copyright info; 'Find it by Topic' with links to various services; 'Find it by Audience' with links for Workers, Job Seekers, and Employers/Businesses; 'Find it by Agency' with links to various bureaus; and 'Services' with logos for REEMPLOY ME, CareerCenter, and SafetyWorks!.

Figure 38: ReEmployME Login screen

Step 2: Select Unemployment Claim, then File Unemployment Claim from the first tab or from the Quick Links menu on the right side of the screen, and select File Unemployment Claim.

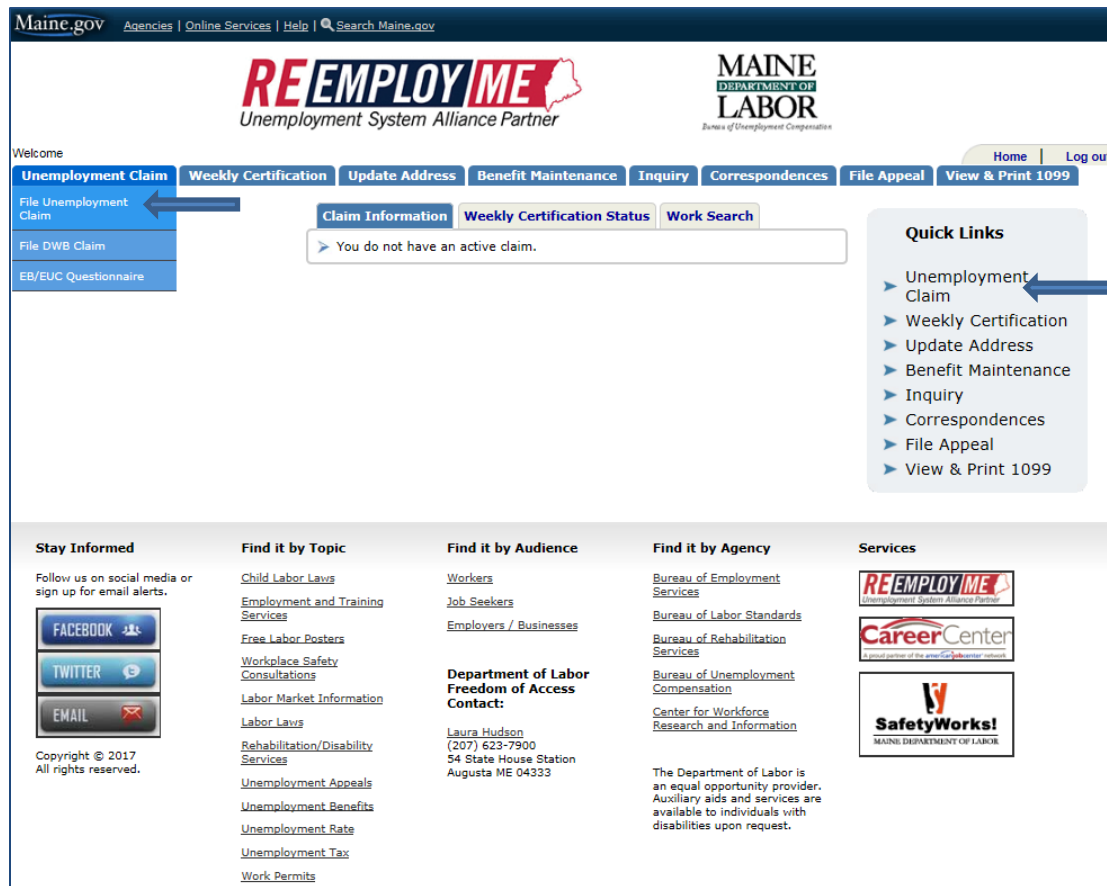


Figure 39: File Unemployment Claim path

Step 3: The Claim Filing Notification screen displays what information is needed to complete the initial claim. Click the Next **Next>** button to begin filing the Initial Claim.

The screenshot shows the 'Claim Filing Notification' screen on the Maine.gov website. The header includes the Maine.gov logo, navigation links (Agencies, Online Services, Help, Search), and the 'REEMPLOY ME' logo. The main content area is titled 'Claim Filing Notification' and contains a welcome message, eligibility criteria, and a list of required information. At the bottom right, there are '<Back' and 'Next>' buttons, with a blue arrow pointing to the 'Next>' button.

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CIN-044

Claim Filing Notification

Welcome to the Maine Department of Labor, BUREAU OF UNEMPLOYMENT COMPENSATION INTERNET CLAIMS FILING SYSTEM.
This system permits individuals to file new and additional Maine claims and to reopen Maine claims for unemployment insurance.
You can file a Maine Internet claim if:

- You have worked in the state of Maine or served in the military within the past 18 months.
- You have not filed a claim for unemployment benefits against another state in the past 12 months.

You will need the following information to complete your claim:

1. Your Social Security Number;
2. Alien Registration Number, if applicable;
3. The business name, address and telephone number of each place you worked at during the past 18 months;
4. The jobs you held and the dates you worked for each employer within the past 18-month period.

If you wish to obtain more information about Maine's Unemployment Insurance Program and eligibility requirements before you initiate a claim for benefits, visit web site www.Maine.gov. The website for UI is www.maine.gov/reemploy

To initiate an electronic application for benefits, please press the "NEXT" button.

<Back Next>

Figure 40: Claim Filing Notification screen

Step 4: Complete the Personal Information screen by answering all required questions, which are marked with a red asterisk (*). Click the Next **Next>** button to move to the next screen.

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Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099 CIN-002

Personal Information
* Required Information

1. SSN

2. * First Name

3. Middle Initial

4. * Last Name

5. Other last name worked under since 07/01/2016

6. * Date of Birth / /

7. * Gender ☐ Male ☐ Female

8. * Race ?

9. * Ethnicity ☐ Not Hispanic / Latino ☐ Hispanic / Latino ☐ Yes ☐ No

10. * Are you a U.S. citizen?
If No, provide following information

a. Alien Document Type

b. Alien Number

c. Expiration Date / / ?

11. Do you have a disability? ☐ Yes ☐ No ?

a. If Yes, select type of disability

12. * Are you a military veteran, transitional veteran or spouse of a military veteran? ☐ Yes ☐ No ?

13. * Select the highest grade completed in school

14. * Do you have a language preference? ☐ Yes ☐ No


a. If Yes, select the language

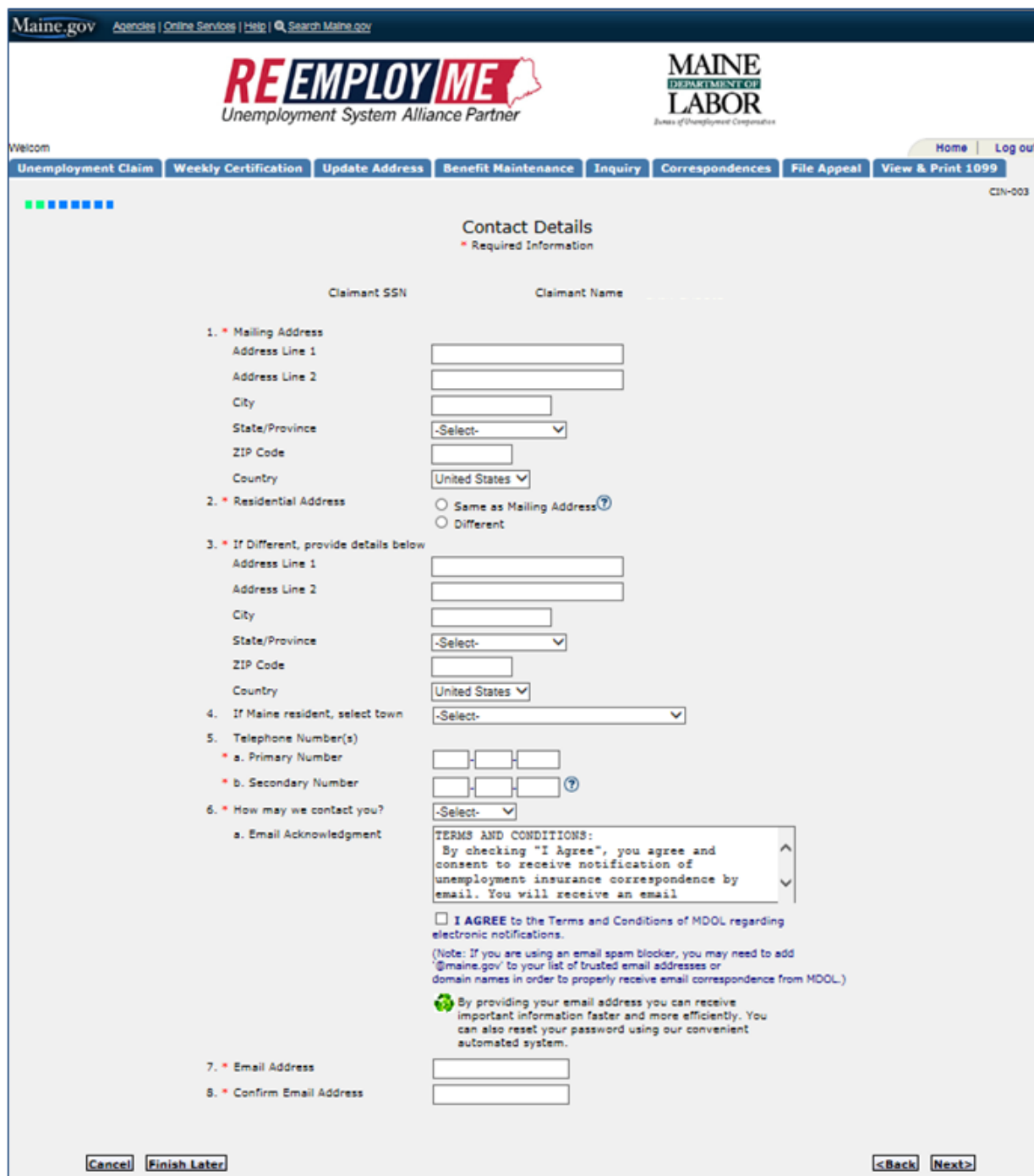
15. * If you are the primary support of dependent children, do you wish to file for a dependency allowance? ☐ Yes ☐ No

a. If yes, Do you have dependent details? ☐ Yes ☐ No

Cancel **<Back** **Next>**

Figure 41: Personal Information screen

Step 5: Complete the Contact Details screen by answering all required questions, which are marked with a red asterisk (*). Make sure to enter a valid email address on questions 7 and 8. Click the Next  button to move to the next screen.



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CIN-003

Contact Details

* Required Information

Claimant SSN Claimant Name

- * Mailing Address
 - Address Line 1
 - Address Line 2
 - City
 - State/Province
 - ZIP Code
 - Country
- * Residential Address
 - ☐ Same as Mailing Address
 - ☐ Different
- * If Different, provide details below
 - Address Line 1
 - Address Line 2
 - City
 - State/Province
 - ZIP Code
 - Country
- If Maine resident, select town
- Telephone Number(s)
 - * a. Primary Number
 - * b. Secondary Number
- * How may we contact you?
 - a. Email Acknowledgment

TERMS AND CONDITIONS:
By checking "I Agree", you agree and consent to receive notification of unemployment insurance correspondence by email. You will receive an email

☐ I AGREE to the Terms and Conditions of MDOL regarding electronic notifications.

(Note: If you are using an email spam blocker, you may need to add '@maine.gov' to your list of trusted email addresses or domain names in order to properly receive email correspondence from MDOL.)

By providing your email address you can receive important information faster and more efficiently. You can also reset your password using our convenient automated system.

7. * Email Address

8. * Confirm Email Address

Cancel Finish Later <Back Next>

Figure 42: Contact Details screen

Step 6: Verify Contact Details. Click the Next  button to move to the next screen.




Figure 43: Verify Contact Details screen


Step 7: Enter First and Last Name, and Date of Birth **exactly** as they appear on the Social Security Card. A mismatch may result in a delay of benefits. Click the Next  button to move to the next screen.



Figure 44: Security Confirmation screen

Step 8: Complete the File Claim screen by answering all required questions, which are marked with a red asterisk (*). Click the Next **Next>** button to move to the next screen.

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CIN-051

File Claim
* Required Information

Claimant SSN Claimant Name

1. * From which location are you filing your claim?

2. * Were you employed with the Federal government performing Federal civilian service after July 1, 2016?
a. If Yes, where did you work?

3. * Were you discharged from the U.S. Military after July 1, 2016? ☐ Yes ☐ No

4. * Have you worked for any employer since July 1, 2016? ☐ Yes ☐ No

5. Select all the states where you worked after July 1, 2016 excluding Federal (Outside of USA) or Military employment. ?

<input type="checkbox"/> Alabama	<input type="checkbox"/> Guam	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> New York	<input type="checkbox"/> Tennessee
<input type="checkbox"/> Alaska	<input type="checkbox"/> Hawaii	<input type="checkbox"/> Michigan	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Texas
<input type="checkbox"/> Arizona	<input type="checkbox"/> Idaho	<input type="checkbox"/> Minnesota	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Utah
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Illinois	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Ohio	<input type="checkbox"/> Vermont
<input type="checkbox"/> California	<input type="checkbox"/> Indiana	<input type="checkbox"/> Missouri	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Virgin Islands
<input type="checkbox"/> Colorado	<input type="checkbox"/> Iowa	<input type="checkbox"/> Montana	<input type="checkbox"/> Oregon	<input type="checkbox"/> Virginia
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Kansas	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Washington
<input type="checkbox"/> Delaware	<input type="checkbox"/> Kentucky	<input type="checkbox"/> Nevada	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> West Virginia
<input type="checkbox"/> District Of Columbia	<input type="checkbox"/> Louisiana	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Rhode Island	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Florida	<input type="checkbox"/> Maine	<input type="checkbox"/> New Jersey	<input type="checkbox"/> South Carolina	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Georgia	<input type="checkbox"/> Maryland	<input type="checkbox"/> New Mexico	<input type="checkbox"/> South Dakota	

6. * Do you have a definite date to return to work with your most recent employer?
a. If Yes, indicate the date you expect to return to work

7. * Have you applied for Unemployment Insurance benefits in any state other than Maine in the last 12 months? ☐ Yes ☐ No

8. * Are you currently receiving or have you received Short Term Disability since July 1, 2016 ? ☐ Yes ☐ No

9. * Are you currently receiving or have you received Workers Comp. since July 1, 2016 ? ☐ Yes ☐ No

Cancel Finish Later <Back Next>

Figure 45: File Claim screen

Certain types of claims require the assistance of a Bureau of Unemployment Compensation Customer Service Representative to complete. If the claim type falls into one of those categories, the claimant will be directed to call the toll-free number to speak to a representative.

Step 9: The next few sections to be completed will ask about the claimant's Employment History. Click the Next **Next>** button to move to the next screen.

The screenshot shows the 'Employment History' screen. At the top, there's a navigation bar with 'Maine.gov' and links for 'Agencies', 'Online Services', 'Help', and a search bar. Below this is a banner with 'REEMPLOY ME' and 'Unemployment System Alliance Partner' on the left, and the 'MAINE DEPARTMENT OF LABOR' logo on the right. A 'Welcome' message is on the left, and 'Home' and 'Log out' links are on the right. A horizontal menu contains buttons for 'Unemployment Claim', 'Weekly Certification', 'Update Address', 'Benefit Maintenance', 'Inquiry', 'Correspondences', 'File Appeal', and 'View & Print 1099'. The main content area is titled 'Employment History' and includes fields for 'Claimant SSN' and 'Claimant Name'. A message states: 'The following screens will ask you to provide details of your employment history during the past 18 months.' At the bottom, there are 'Cancel', 'Finish Later', '<Back', and 'Next>' buttons. A progress indicator with seven colored squares is on the left, and 'CIN-071' is on the right.

Figure 46: Employment History screen

Step 10: Enter the Job Title that reflects the claimant's skills, job history, and interest. Click the Search **Search** button to show job titles that match the job description provided.

The screenshot shows the 'Primary Job Title/Description Search' screen. It has the same top navigation bar as Figure 46. The banner below the navigation bar is identical. The main content area is titled 'Primary Job Title/Description Search' with a red asterisk and the text '* Required Information'. It includes fields for 'Claimant SSN' and 'Claimant Name'. A message states: 'Enter a Job Title which reflects your skills, job history and interest. This will help our system classify the types of jobs that may meet your qualifications and interest.' Below this is a list item '1. * Job Title' followed by a text input field and a question mark icon. A 'Search' button is positioned below the input field. At the bottom, there are 'Cancel', 'Finish Later', '<Back', and 'Next>' buttons. A progress indicator with seven colored squares is on the left, and 'CIN-075' is on the right.

Figure 47: Primary Job Title/Description Search screen

Step 11: Select the Job Description that most closely matches the claimant's skills, job history, and interest. Click the Next **Next>** button to move to the next screen.

The screenshot shows the 'Primary Job Title/Description Search' screen. At the top, there's a navigation bar with links like 'Unemployment Claim', 'Weekly Certification', etc. The main heading is 'Primary Job Title/Description Search' with a note '* Required Information'. Below this, there are fields for 'Claimant SSN' and 'Claimant Name'. A text box prompts the user to 'Enter a Job Title which reflects your skills, job history and interest.' Below this, there's a list item '1. * Job Title' with a text input field containing 'cook' and a 'Search' button. At the bottom, there's a table with columns for '*Select', 'Job Title', and 'Job Description'. The table lists various job titles like 'Cooks, Institution and Cafeteria', 'Cooks, Fast Food', 'Cooks, Restaurant', 'Cooks, Short Order', 'Chefs and Head Cooks', and 'Cooks, All Other'. At the very bottom, there are 'Cancel', 'Finish Later', '<Back', and 'Next>' buttons.

Primary Job Title/Description Search
* Required Information

Claimant SSN Claimant Name

Enter a Job Title which reflects your skills, job history and interest. This will help our system classify the types of jobs that may meet your qualifications and interest.

1. * Job Title ?

Search

*Select	Job Title	Job Description
<input type="radio"/>	Cooks, Institution and Cafeteria	Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias.
<input type="radio"/>	Cooks, Fast Food	Prepare and cook food in a fast food restaurant with a limited menu; Duties of these cooks are limited to preparation of a few basic items and normally involve operating large-volume single-purpose cooking equipment.
<input type="radio"/>	Cooks, Restaurant	Prepare, season, and cook dishes such as soups, meats, vegetables, or desserts in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.
<input type="radio"/>	Cooks, Short Order	Prepare and cook to order a variety of foods that require only a short preparation time. May take orders from customers and serve patrons at counters or tables.
<input type="radio"/>	Chefs and Head Cooks	Direct and may participate in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts.
<input type="radio"/>	Cooks, All Other	All cooks not listed separately.

Cancel **Finish Later** **<Back** **Next>**

Figure 48: Primary Job Title/Description Search screen

Step 12: Confirm the Job Description that most closely matches the claimant's skills, job history, and interest. Add additional job skills as desired (up to five). Click the Next **Next>** button to move to the next screen.

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CIN-076

Job Title Summary
* Required Information

Claimant SSN : Claimant Name :

Job Title Summary

Job Description	Work Experience ?	Last Job Skill ?	
Cooks, Restaurant	<input type="text"/> Year(s) <input type="text"/> Month(s)	<input checked="" type="radio"/>	Delete

1. * Do you want to add another skill, job history or interest?
(You can add up to five (5) skills, job history or interest.) ☐ Yes ☐ No

[Cancel](#) [Finish Later](#) [<Back](#) [Next>](#)

Figure 49: Job Title Summary screen

Step 13: The system will review all wages reported by all employers for the claimant in the past 18 months, and will ask the claimant to provide Employment Details for each one. Complete the Employment Detail screen(s) by answering all required questions, which are marked with a red asterisk (*). Click the Next **Next>** button to move to the next screen.

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CIN-072

Employment Details

Claimant SSN

Claimant Name

Employer Name EMPLOYER NAME [More Information](#)

1. * Did you work for this employer? ☐ Yes ☐ No

If Yes, provide the following information

a. Employment Start Date MM / DD / YYYY

b. Employment End Date MM / DD / YYYY

c. Job Title/Description

d. What was your rate of pay? -Select-

e. Reason you are no longer working with this employer -Select-

i. If Voluntary Quit, select reason -Select-

f. Have you applied for, or are you receiving, a pension from this employer? (Do not include severance pay or Social Security benefits.) ☐ Yes ☐ No

g. Employer Telephone Number

h. Are you being paid by this employer during the time you are off work? ☐ Yes ☐ No

i. Are you receiving or have you received any short-term disability benefits from this employer since July 1, 2016? ☐ Yes ☐ No

j. During your current period of unemployment, have you received or will you receive any remuneration pay from this employer? ☐ Yes ☐ No

i. If Yes, select all the remuneration type that you are receiving

☐ Bonus Pay

☐ Other (severance, holiday pay, vacation pay, wages in lieu of notice, terminal pay)

Cancel Finish Later <Back Next>

Figure 50: Employment Details screen

Step 14: Verify Employment Summary, which will list all employers in the last 18 months. Select to enter additional employers if any are missing (for example a recent employer who has not yet reported any quarterly wages). Click the Next **Next>** button to move to the next screen.

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CIN-005

Employment Summary
* Required Information

Claimant SSN Claimant Name

Employer Name	Employment Start Date	Employment End Date	Reason You Left	Action
	07/01/2016	09/30/2017	Lack of work / Laid off	Edit

1. * Have you worked for any other employer since July 1, 2016 ? ☐ Yes ☐ No

a. If Yes, select type of employer

Cancel Finish Later <Back Next>

Figure 51: Employment Summary screen

Step 15: Complete the Able and Available Details screen by answering all required questions, which are marked with a red asterisk (*). Click the Next **Next>** button to move to the next screen.

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CIN-004

Able and Available Details

* Required Information

Claimant SSN Claimant Name

- * Are you currently self-employed? ☐ Yes ☐ No
- * Are you a corporate officer? ☐ Yes ☐ No
- * Are you currently working on commission basis? ☐ Yes ☐ No
- * Are you a professional athlete? ☐ Yes ☐ No
- * Have you refused an offer of work since your last day of employment? ☐ Yes ☐ No
- * Are you currently attending school or training? ☐ Yes ☐ No
- * Do you have a medical condition, disability or illness that will limit your ability to perform your normal work? ☐ Yes ☐ No
- * Can you accept full-time work? ☐ Yes ☐ No
 - If No, select all the reasons that apply
 - ☐ Child Care
 - ☐ Illness of immediate Family
 - ☐ Out of Area
 - ☐ Transportation
 - ☐ Other
- * Are you a member of a union? ☐ Yes ☐ No
 - If Yes, do you obtain job placement through the union hall?
Note: If you obtain job placement through a union hall, weekly check-ins with your union business agent may satisfy your work search requirements for the first six weeks that you are unemployed. You must provide a copy of union card showing current membership and dues paid to date. You must record your contacts with your union hall on your work search log you received in the mail.☐ Yes ☐ No
- * Does your regular occupation require shift work? ☐ Yes ☐ No
 - If Yes, are you available to work in all shifts required by that occupation? ☐ Yes ☐ No
 - If No, which shifts are you unable to work?
 - ☐ First Shift
 - ☐ Second Shift
 - ☐ Third Shift
 - If Third Shift, select the reason
 - ☐ If Other, explain (Must not exceed 1000 characters)

11. * How many hours per week did you normally work during last 18 months?

12. * How many hours per week are you currently able and available to work?

Cancel Finish Later **<Back Next>**

Figure 52: Able and Available Details screen

Step 16: Unemployment Insurance Benefits are subject to both State and Federal Tax withholding. Select whether the claimant wishes to have taxes withheld before payment is made. Click the Next **Next>** button to move to the next screen.


The screenshot shows the 'Tax Withholding and Payment Option' screen. At the top, there are logos for 'REEMPLOY ME' and 'MAINE DEPARTMENT OF LABOR'. Below the logos, there is a navigation bar with links: 'Unemployment Claim', 'Weekly Certification', 'Update Address', 'Benefit Maintenance', 'Inquiry', 'Correspondences', 'File Appeal', and 'View & Print 1099'. The main content area is titled 'Tax Withholding and Payment Option' and includes a 'Required Information' section. It asks for 'Claimant SSN' and 'Claimant Name'. There are two questions: '1. Do you want to have 10% of your Unemployment Insurance benefit payment withheld for Federal income tax?' and '2. Do you want to have 5% of your Unemployment Insurance benefit payment withheld for State income tax?'. Each question has radio buttons for 'Yes' and 'No'. Below the questions, there is a paragraph explaining that the claimant will be automatically enrolled to receive benefit payments by an 'Electronic Payment Card (EPC)' and that they can choose to receive payments by Direct Deposit. At the bottom, there are buttons for 'Cancel', 'Finish Later', '<Back', and 'Next>'.

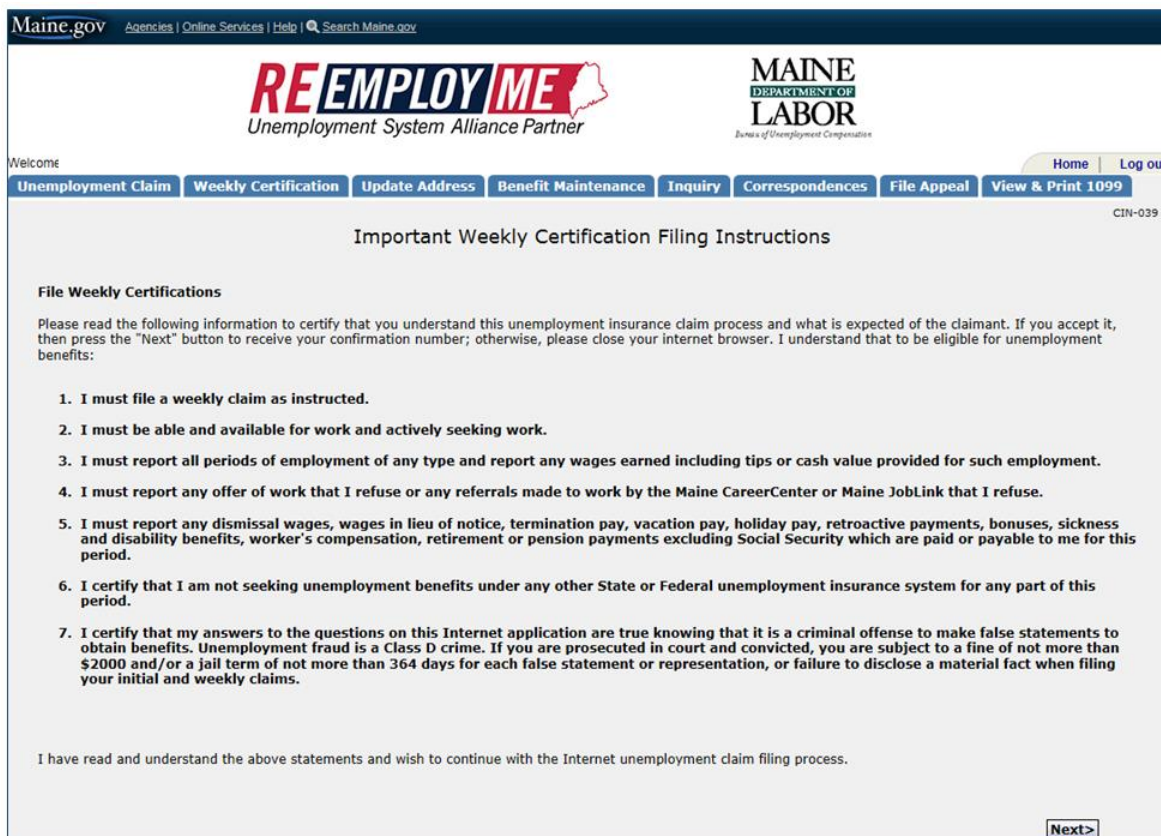
Figure 53: Tax Withholding and Payment Option screen

Step 17: Review the Benefits Right Information fully. Enter the last four digits of the Social Security Number. Click the Next **Next>** button to move to the next screen.

The screenshot shows the 'Benefit Rights Information' screen. At the top, there are logos for 'REEMPLOY ME' and 'MAINE DEPARTMENT OF LABOR'. Below the logos, there is a navigation bar with links: 'Unemployment Claim', 'Weekly Certification', 'Update Address', 'Benefit Maintenance', 'Inquiry', 'Correspondences', 'File Appeal', and 'View & Print 1099'. The main content area is titled 'Benefit Rights Information' and includes a 'Required Information' section. It contains a box with the text: 'You must read the Unemployment Insurance Benefit Rights Information(BRI) before your claim can be processed. To save/print this information, select [BENEFIT RIGHTS INFORMATION](#).' Below this, there is a scrollable box containing the text: 'MAINE DEPARTMENT OF LABOR YOUR BENEFIT RIGHTS AND RESPONSIBILITIES', '1-800-593-7660', 'www.maine.gov/reemploye', and a paragraph explaining the eligibility requirements for unemployment benefits. Below the scrollable box, there is a note: 'Note that your employer(s) will be notified that a claim has been filed and will be given the opportunity to provide employment and separation information.' At the bottom, there is a text input field with a blue arrow pointing to it, and a label: 'Enter the last four digits of your Social Security Number as your electronic signature to acknowledge that you have read the BRI information.' At the bottom, there are buttons for 'Cancel', 'Finish Later', '<Back', and 'Submit'.

Figure 54: Benefits Rights Information screen

Step 18: Review the Important Weekly Certification Filing Instructions. Click the Next  button to move to the next screen.



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Welcome Home Log out

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

CIN-039

Important Weekly Certification Filing Instructions

File Weekly Certifications


Please read the following information to certify that you understand this unemployment insurance claim process and what is expected of the claimant. If you accept it, then press the "Next" button to receive your confirmation number; otherwise, please close your internet browser. I understand that to be eligible for unemployment benefits:


1. I must file a weekly claim as instructed.
2. I must be able and available for work and actively seeking work.
3. I must report all periods of employment of any type and report any wages earned including tips or cash value provided for such employment.
4. I must report any offer of work that I refuse or any referrals made to work by the Maine CareerCenter or Maine JobLink that I refuse.
5. I must report any dismissal wages, wages in lieu of notice, termination pay, vacation pay, holiday pay, retroactive payments, bonuses, sickness and disability benefits, worker's compensation, retirement or pension payments excluding Social Security which are paid or payable to me for this period.
6. I certify that I am not seeking unemployment benefits under any other State or Federal unemployment insurance system for any part of this period.
7. I certify that my answers to the questions on this Internet application are true knowing that it is a criminal offense to make false statements to obtain benefits. Unemployment fraud is a Class D crime. If you are prosecuted in court and convicted, you are subject to a fine of not more than \$2000 and/or a jail term of not more than 364 days for each false statement or representation, or failure to disclose a material fact when filing your initial and weekly claims.

I have read and understand the above statements and wish to continue with the Internet unemployment claim filing process.

Next>

Figure 55: Important Weekly Certification Filing Instructions screen

Step 19: Review the Estimated Monetary Determination. Click the Next  button to move to the next screen.



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Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

CIN-015

Estimated Monetary Determination

Claimant SSN Claimant Name

Weekly Benefit Amount	
Maximum Benefit Amount	
Claim Effective Date	11/12/2017
Benefit Year End Date	11/11/2018

For information on the above table, select ?

*This is an estimate only and not a guarantee of Unemployment Insurance benefits. You will be mailed a Notice of Monetary Determination as your official notification of monetary eligibility within 5 business days.

Next>

Figure 56: Estimated Monetary Determination screen

Step 20: Claim Confirmation. Click the Print [Print](#) hyperlink to print a copy. Click the Home [Home](#) button to return to the home screen.

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Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

CIN-017

Claim Confirmation

Claimant SSN Claimant Name

Your claim for Unemployment Insurance benefits is filed with an effective date of **Sunday, November 12, 2017**. If you qualify for monetary benefits, you must file a certification each week to continue to receive benefits. For instructions on filing weekly certifications, select [BENEFITS RIGHTS INFORMATION](#).

If you have any questions regarding your claim, contact the MDOL Call Center at **1-800-593-7660**. A Customer Service Representative is available to assist you Monday through Friday from 8:00 AM to 12:30 PM.

To print this screen for your records, select [Print](#).

[Home](#)

Figure 57: Claim Confirmation screen

Any adverse answers on the claim may require that the claimant completes additional questionnaires providing additional information on the issue detected

Scenario 3b: Instructions to File a Weekly Certification

Step 1: Go to www.maine.gov/reemployme

Login with username and password, and click Submit.

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Welcome LOGIN-001

Unemployment Services Login
Required Information

* User ID

* Password (Case sensitive) **Submit**

[Forgot User ID](#) [Forgot Password](#)

If you are a Claimant, Select --> [Claimant Signup](#) to signup

MRM_ME_UAT_20171014-0631

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**Department of Labor
Freedom of Access Contact:**
Laura Hudson
(207) 623-7900
54 State House Station
Augusta ME 04333

Find it by Agency
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[Bureau of Labor Standards](#)
[Bureau of Rehabilitation Services](#)
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Services
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CareerCenter
A proud partner of the [American Job Center](#) network
SafetyWorks!
MAINE DEPARTMENT OF LABOR


The Department of Labor is an equal opportunity provider. Auxiliary aids and services are available to individuals with disabilities upon request.

Figure 58: ReEmployME Login screen

Step 2: Select File Weekly Certification from the tabs at the top of the screen or from the Quick Links on the right side of the screen.

The screenshot displays the Maine Department of Labor website. At the top, the navigation bar includes 'Maine.gov', 'Agencies', 'Online Services', 'Help', and a search bar. The main header features the 'REEMPLOY ME' logo and the 'MAINE DEPARTMENT OF LABOR' logo. Below the header, a horizontal menu contains tabs for 'Unemployment Claim', 'Weekly Certification', 'Update Address', 'Benefit Maintenance', 'Inquiry', 'Correspondences', 'File Appeal', and 'View & Print 1099'. The 'Weekly Certification' tab is selected, and a dropdown menu is open, showing options: 'File Weekly Certification', 'Backdate Weekly Certification', and 'Claim Information'. A blue arrow points to 'File Weekly Certification'. Below the dropdown, a box displays the claim period: 'Your Claim Period: 10/29/2017 to 10/28/2018', followed by a list of benefits: 'Maximum Weekly Benefits', 'Total Amount of Benefits for Your Claim Period', 'Remaining Balance of Benefits', and 'Your waiting period has not been served for your current claim period.' On the right side, a 'Quick Links' box lists various services, with a blue arrow pointing to 'Weekly Certification'. The bottom section of the page is divided into five columns: 'Stay Informed' (social media links), 'Find it by Topic' (various labor-related topics), 'Find it by Audience' (Workers, Job Seekers, Employers / Businesses), 'Find it by Agency' (various bureaus and centers), and 'Services' (logos for REEMPLOY ME, CareerCenter, and SafetyWorks!).

Figure 59: File Weekly Certification path

Step 3: Complete the Work Search Questionnaire screen by answering all required questions, which are marked with a red asterisk (*). Click on the “I am not a robot” question until it shows a green checkmark ✓. Click the Next  button to move to the next screen.

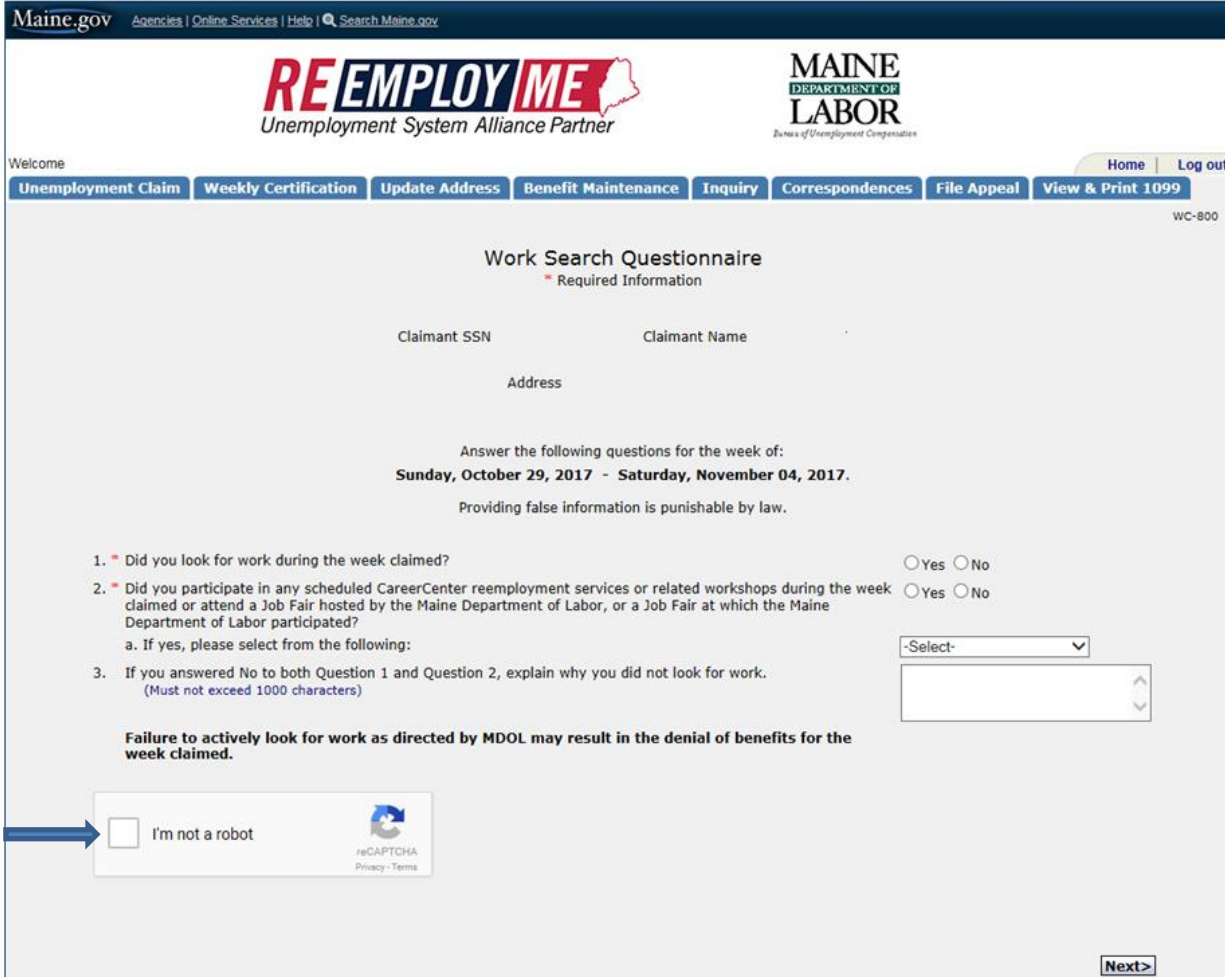


Figure 60: Work Search Questionnaire screen

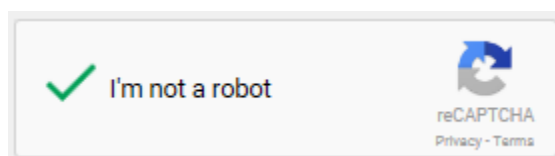


Figure 61: I'm not a robot confirmation

Step 4: Complete the Work Search Record Details screen by answering all required questions, which are marked with a red asterisk (*). Click the Next **Next>** button to move to the next screen
The Search **Search** function may be used to locate a specific employer in the Bureau's database, but it is not required to use this function.

The screenshot shows the 'Work Search Record Details' form on the Maine Department of Labor website. The header includes the 'REEMPLOY ME' logo and the 'MAINE DEPARTMENT OF LABOR' logo. A navigation bar at the top contains links for 'Unemployment Claim', 'Weekly Certification', 'Update Address', 'Benefit Maintenance', 'Inquiry', 'Correspondences', 'File Appeal', and 'View & Print 1099'. The form itself is titled 'Work Search Record Details' and includes a 'Required Information' section. It asks for 'Claimant SSN' and 'Claimant Name'. Below this, it specifies the week for which work search details are to be entered: 'Sunday, October 29, 2017 - Saturday, November 04, 2017'. A warning states that the date(s) of work search contacts must fall within the week shown and that providing false information is punishable by law. The form consists of seven numbered sections, each with a red asterisk indicating it is required. Section 1 is 'Date of Work Search' with a date picker. Section 2 is 'Employer Name' with a search button. Section 3 is 'Employer Address' with fields for Address Line 1, Address Line 2, City, State (a dropdown menu), and ZIP Code. Section 4 is 'Telephone Number' with three input boxes. Section 5 is 'Type of Work' with a text input field. Section 6 is 'Method Of Contact' with a dropdown menu and six sub-questions (a-f) for contact details. Section 7 is 'Result' with a dropdown menu. At the bottom right, there are '<Back' and 'Next>' buttons.

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Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099 WC-802

Work Search Record Details
* Required Information

Claimant SSN Claimant Name

Input your work search details for the week of:
Sunday, October 29, 2017 - Saturday, November 04, 2017.

The date(s) of your work search contacts must fall within the week shown.
Providing false information is punishable by law.

1. * Date of Work Search MM / DD / YYYY

2. * Employer Name **Search**

3. * Employer Address
Address Line 1
Address Line 2
City
State -Select-
ZIP Code

4. Telephone Number

5. * Type of Work

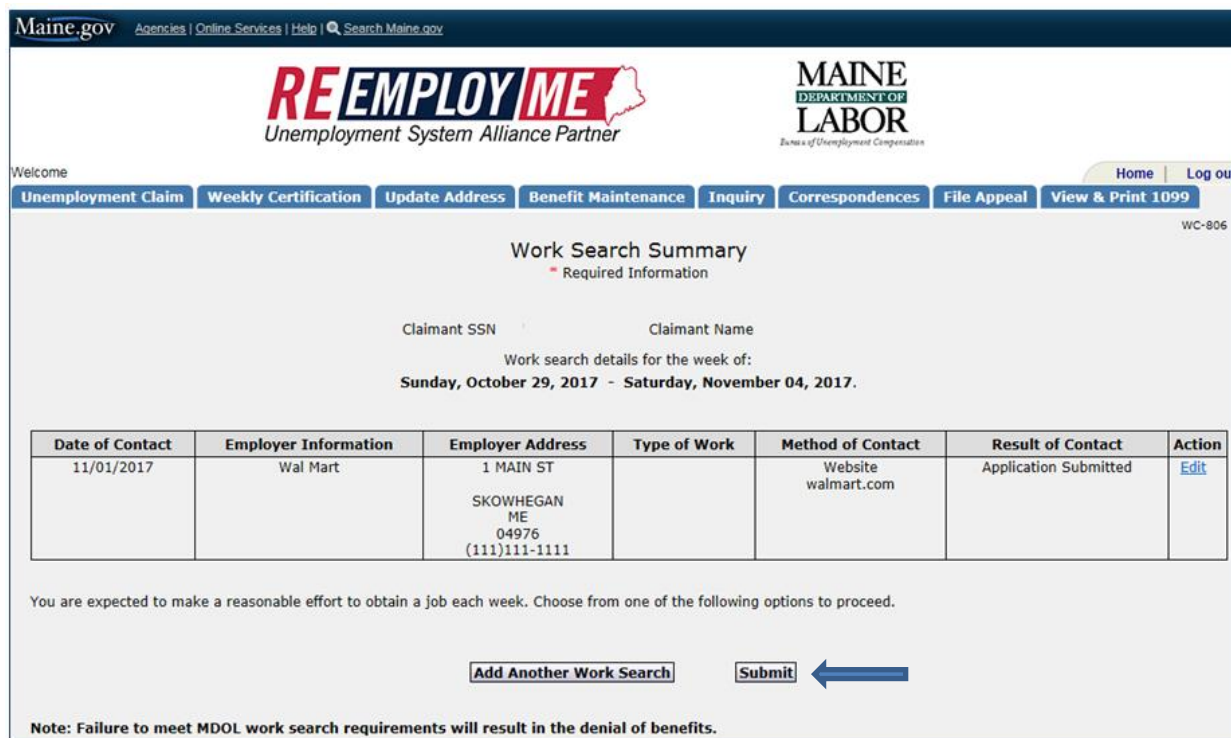
6. * Method Of Contact
a. If In Person, please enter Contact Name
b. If In Person, please enter Contact Title
c. If Telephone, please enter Telephone Number
d. If E-Mail, please enter E-mail Address
e. If Online, please enter Website Address
f. If Fax, please enter Fax Number

7. * Result -Select-

<Back Next>

Figure 62: Work Search Record Details screen

Step 5: Review the Work Search Summary Screen. Click Add Another Work Search to enter additional work search efforts during the week claimed. Click the Submit button to move to the next screen.



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Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

WC-806

Work Search Summary

* Required Information

Claimant SSN Claimant Name

Work search details for the week of:
Sunday, October 29, 2017 - Saturday, November 04, 2017.

Date of Contact	Employer Information	Employer Address	Type of Work	Method of Contact	Result of Contact	Action
11/01/2017	Wal Mart	1 MAIN ST SKOWHEGAN ME 04976 (111)111-1111		Website walmart.com	Application Submitted	Edit

You are expected to make a reasonable effort to obtain a job each week. Choose from one of the following options to proceed.

[Add Another Work Search](#) [Submit](#)

Note: Failure to meet MDOL work search requirements will result in the denial of benefits.

Figure 63: Work Search Summary screen

Step 6: Acknowledge the Work Search Record entered by entering the last four digits of the Social Security Number in the box on the screen. Click the Next [Next>](#) button to move to the next screen.



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Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

WC-804

Work Search Record Acknowledgement

* Required Information

Claimant SSN Claimant Name

MDOL audits the information you provided to verify its accuracy. Failure to comply with MDOL work search requirements may result in an overpayment, garnishment of future wages, and/or prosecution in Federal and/or State courts.

Acknowledgement

I certify the work search for the week beginning **Sunday, October 29, 2017** and ending **Saturday, November 04, 2017** is true and correct. This certification is made with my full knowledge that the law provides penalties for making false statements or concealing material facts to obtain or increase benefits.

* Enter the last four (4) digits of your SSN as your electronic signature verifying that you have read and understood the Acknowledgement statement above.

[<Back](#) [Next>](#)

Figure 64: Work Search Record Acknowledgement screen

Step 7: Click the File Weekly Certification **File Weekly Certification** button to continue filing the Weekly Certification.

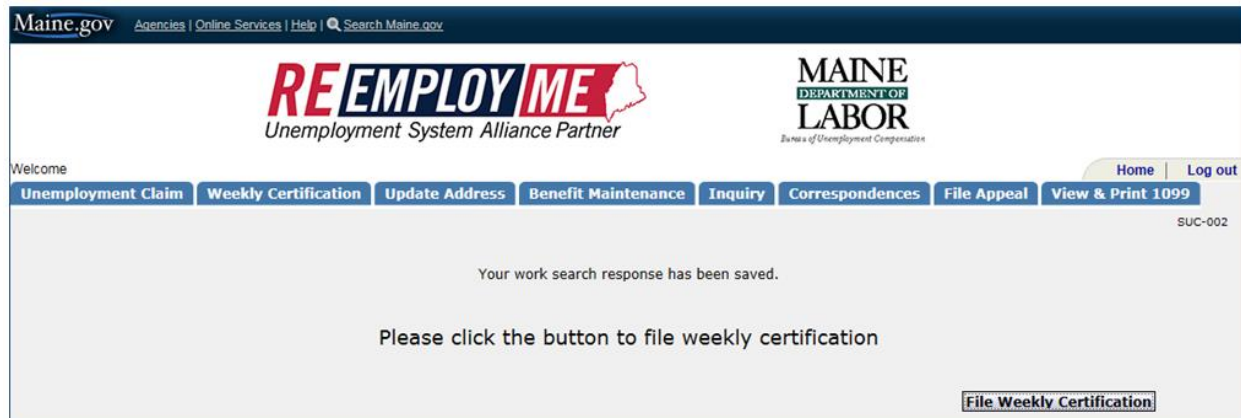


Figure 65: File Weekly Certification screen

Step 8: Complete the Weekly Certification Details screen by answering all required questions, which are marked with a red asterisk (*). Click the Next **Next>** button to move to the next screen.

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Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099 WC-004

Weekly Certification Details

* Required Information

Claimant SSN: _____ Claimant Name: _____

Address: _____

Answer the following questions for the week of:
Sunday, October 29, 2017 - Saturday, November 04, 2017.

Providing false information is punishable by law.

- * If work had been available to you, would you have been physically able to work each day during the week? ☐ Yes ☐ No
- * If work had been offered to you, would you have been available to work each day during the week? ☐ Yes ☐ No
- * Did you refuse any work during the week? ☐ Yes ☐ No
- * Did you refuse any job referral from the Job bank during the week? ☐ Yes ☐ No
- * Did you work or perform any services during the week? ☐ Yes ☐ No
- * Did you have any earnings through an odd job for the week?
a. If Yes, Enter the amount earned from the odd job. ☐ Yes ☐ No
\$
- * Do you have a definite date to return to full time employment?
a. If Yes, please enter the date you will return to full time employment. ☐ Yes ☐ No
MM / DD / YYYY
b. If Yes, please select the Employer type. ☐ Yes ☐ No
-Select-
- * Did you attend jury selection or serve as a member of a jury during the week?
a. If Yes, Enter the amount of the stipend excluding mileage reimbursement. ☐ Yes ☐ No
\$?
- * Did you receive holiday pay, vacation pay, bonus pay, dismissal wages, wages in lieu of notice, or severance pay from any employer for the week?
a. If Yes, select atleast one type and enter the amount. ☐ Yes ☐ No

Select	Type	Amount(\$)
<input type="checkbox"/>	Holiday pay	\$ <input type="text"/>
<input type="checkbox"/>	Bonus pay	\$ <input type="text"/>
<input type="checkbox"/>	Vacation pay	\$ <input type="text"/>
<input type="checkbox"/>	Wages in lieu of notice	\$ <input type="text"/>
<input type="checkbox"/>	Dismissal Wages or Severance or Terminal Pay	\$ <input type="text"/>

- * Did you begin receiving a pension other than social security or did a previously reported pension change? ☐ Yes ☐ No
- * Do you wish to change the number of dependents from the prior claim week?
a. If yes, do you have the details of the dependent? ☐ Yes ☐ No

<Back **Next>**

Figure 66: Weekly Certification Details screen

Step 9: Verify the Weekly Certification Responses. Click the Next **Next>** button to move to the next screen.

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Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

WC-006

Verify Weekly Certification Responses

Claimant SSN Claimant Name

Verify your responses for the week of:
Sunday, October 29, 2017 - Saturday, November 04, 2017.

1. If work had been available to you, would you have been physically able to work each day during the week? Yes
2. If work had been offered to you, would you have been available to work each day during the week? Yes
3. Did you refuse any work during the week? No
4. Did you refuse any job referral from the Job bank during the week? No
5. Did you work or perform any services during the week? No
6. Did you have any earnings through an odd job for the week? No
- a. If Yes, Enter the amount earned from the odd job. \$0.00
7. Do you have a definite date to return to full time employment? No
8. Did you attend jury selection or serve as a member of a jury during the week? No
- a. If Yes, Enter the amount of the stipend excluding mileage reimbursement. \$0.00
9. Did you receive holiday pay, vacation pay, bonus pay, dismissal wages, wages in lieu of notice, or severance pay from any employer for the week? No
- a. If Yes, select at least one type and enter the amount.

Type	Amount(\$)
Holiday pay	\$0.00
Bonus pay	\$0.00
Vacation pay	\$0.00
Wages in lieu of notice	\$0.00
Dismissal Wages or Severance or Terminal Pay	\$0.00

10. Did you begin receiving a pension other than social security or did a previously reported pension change? No
11. Do you wish to change the number of dependents from the prior claim week? No

If you worked during the week claimed, Sunday through Saturday, you must report any earnings even if you do not get paid until later. Failure to report work and earnings may result in a fraud disqualification that will stop your benefits and result in an overpayment to the state of Maine. To change or enter any additional employment details select **Back**.
To receive Unemployment Insurance benefits, Maine law requires that you be able and available for work. To change any of your answers for Questions 1-11, select **Back**.

<Back **Next>**

Figure 67: Verify Weekly Certification Responses screen

Step 10: Acknowledge the Weekly Certification entered by entering the last four digits of the Social Security Number in the box on the screen. Click the Submit **Submit** button to move to the next screen.

The screenshot shows the 'Weekly Certification Acknowledgement' screen. At the top, there's a navigation bar with 'Maine.gov', 'Agencies | Online Services | Help | Search Maine.gov', and the 'REEMPLOY ME' logo. Below the navigation bar, there's a 'Welcome' message and a series of buttons: 'Unemployment Claim', 'Weekly Certification', 'Update Address', 'Benefit Maintenance', 'Inquiry', 'Correspondences', 'File Appeal', and 'View & Print 1099'. The 'Weekly Certification' button is highlighted. The main content area is titled 'Weekly Certification Acknowledgement' and includes a 'Required Information' section. It asks for 'Claimant SSN' and 'Claimant Name'. Below this, there's a statement from MDOL: 'MDOL audits the information you provided to verify its accuracy. Failure to properly report any earnings may result in an overpayment, garnishment of future wages, and/or prosecution in Federal and/or State courts.' This is followed by an 'Acknowledgement' section where the user is asked to confirm the truth of their information for the week of Sunday, October 29, 2017, to Saturday, November 04, 2017. A text box is provided for the user to enter the last four digits of their SSN as an electronic signature. At the bottom right, there are '<Back' and 'Submit' buttons.

Figure 68: Weekly Certification Acknowledgement screen

Step 11: Weekly Certification Confirmation screen. Click the Home **Home** button to return to the home screen.

The screenshot shows the 'Weekly Certification Confirmation' screen. It has the same navigation bar as Figure 68. The main content area is titled 'Weekly Certification Confirmation'. It asks for 'Claimant SSN', 'Claimant Name', and 'Address'. Below this, there's a confirmation message: 'Your weekly certification for the week of Sunday, October 29, 2017 - Saturday, November 04, 2017 has been accepted. You will be able to view the status of your weekly certification online after 10:00 AM on Friday, November 17, 2017.' At the bottom right, there is a 'Home' button.

Figure 69: Weekly Certification Confirmation screen

Any adverse answers on the claim may require that the claimant completes additional questionnaires providing additional information on the issue detected

Scenario 3c: Instructions to File Work Search Efforts on Weekly Certification Filed on the Automated Phone Filing System

Step 1: Go to www.maine.gov/reemployme

Login with username and password, and click Submit.

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Welcome LOGIN-001

Unemployment Services Login
Required Information

* User ID

* Password (Case sensitive)

[Forgot User ID](#) [Forgot Password](#)

If you are a Claimant, Select --> [Claimant Signup](#) to signup

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**Department of Labor
Freedom of Access Contact:**
Laura Hudson
(207) 623-7900
84 State House Station
Augusta ME 04333

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
Services

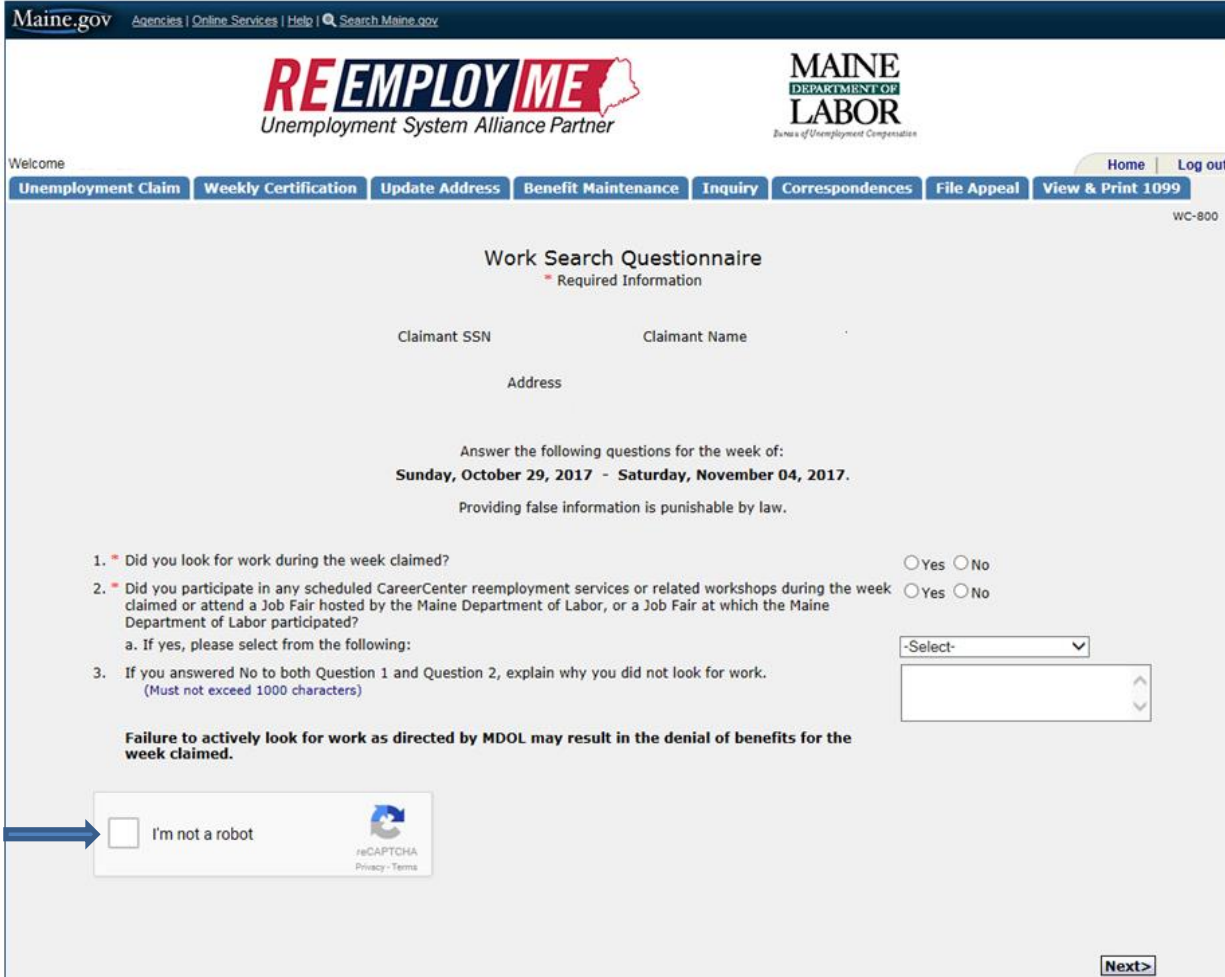
Figure 70: ReEmployME Login screen

Step 2: Select File Weekly Certification from the tabs at the top of the screen or from the Quick Links on the right side of the screen.

The screenshot displays the Maine Department of Labor website interface. At the top, the 'REEMPLOY ME' logo is prominent, along with the 'MAINE DEPARTMENT OF LABOR' header. A navigation bar includes tabs for 'Unemployment Claim', 'Weekly Certification', 'Update Address', 'Benefit Maintenance', 'Inquiry', 'Correspondences', 'File Appeal', and 'View & Print 1099'. The 'Weekly Certification' tab is selected, and a sub-menu shows 'File Weekly Certification' as the active option. A blue arrow points to this option. Below the navigation bar, a 'Quick Links' sidebar on the right lists various services, with 'Weekly Certification' highlighted by a blue arrow. The main content area displays the user's claim period as '10/29/2017 to 10/28/2018' and lists benefits: 'Maximum Weekly Benefits', 'Total Amount of Benefits for Your Claim Period', 'Remaining Balance of Benefits', and a note about the waiting period. The footer contains sections for 'Stay Informed' (social media links), 'Find it by Topic' (various labor-related topics), 'Find it by Audience' (workers, job seekers, employers), 'Find it by Agency' (various bureaus and centers), and 'Services' (REEMPLOY ME, CareerCenter, SafetyWorks!).

Figure 71: File Weekly Certification path

Step 3: Complete the Work Search Questionnaire screen by answering all required questions, which are marked with a red asterisk (*). Click on the “I am not a robot” question until it shows a green checkmark ✓. Click the Next  button to move to the next screen.



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Welcome

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Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

WC-800

Work Search Questionnaire

* Required Information

Claimant SSN Claimant Name


Address

Answer the following questions for the week of:
Sunday, October 29, 2017 - Saturday, November 04, 2017.

Providing false information is punishable by law.

1. * Did you look for work during the week claimed? ☐ Yes ☐ No
2. * Did you participate in any scheduled CareerCenter reemployment services or related workshops during the week claimed or attend a Job Fair hosted by the Maine Department of Labor, or a Job Fair at which the Maine Department of Labor participated?
a. If yes, please select from the following:
3. If you answered No to both Question 1 and Question 2, explain why you did not look for work.
(Must not exceed 1000 characters)

Failure to actively look for work as directed by MDOL may result in the denial of benefits for the week claimed.

☐ I'm not a robot 
reCAPTCHA
Privacy - Terms

Next

Figure 72: Work Search Questionnaire screen

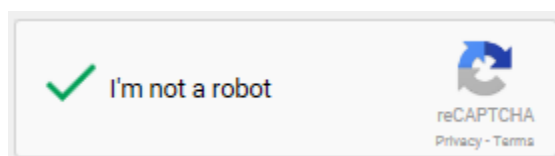


Figure 73: I'm not a robot confirmation

Step 4: Complete the Work Search Record Details screen by answering all required questions, which are marked with a red asterisk (*). Click the Next **Next>** button to move to the next screen. The Search **Search** function may be used to locate a specific employer in the Bureau's database, but it is not required to use this function.

The screenshot shows the 'Work Search Record Details' form on the Maine Department of Labor website. The header includes the 'REEMPLOY ME' logo and the 'MAINE DEPARTMENT OF LABOR' logo. A navigation bar at the top contains links for 'Unemployment Claim', 'Weekly Certification', 'Update Address', 'Benefit Maintenance', 'Inquiry', 'Correspondences', 'File Appeal', and 'View & Print 1099'. The form itself is titled 'Work Search Record Details' and includes a 'Required Information' section. It asks for 'Claimant SSN' and 'Claimant Name'. Below this, it specifies the week of work search: 'Sunday, October 29, 2017 - Saturday, November 04, 2017'. A warning states: 'The date(s) of your work search contacts must fall within the week shown. Providing false information is punishable by law.' The form contains seven numbered sections, each with a red asterisk indicating it is required. Section 1 is 'Date of Work Search' with a date picker. Section 2 is 'Employer Name' with a search button. Section 3 is 'Employer Address' with fields for Address Line 1, Address Line 2, City, State (a dropdown menu), and ZIP Code. Section 4 is 'Telephone Number' with three input boxes. Section 5 is 'Type of Work' with a text input box. Section 6 is 'Method Of Contact' with a dropdown menu and six sub-questions (a-f) with corresponding input boxes. Section 7 is 'Result' with a dropdown menu. At the bottom right, there are '<Back' and 'Next>' buttons.

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Welcome Home Log out

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099 WC-802

Work Search Record Details
* Required Information

Claimant SSN Claimant Name

Input your work search details for the week of:
Sunday, October 29, 2017 - Saturday, November 04, 2017.

The date(s) of your work search contacts must fall within the week shown.
Providing false information is punishable by law.

1. * Date of Work Search MM / DD / YYYY

2. * Employer Name **Search**

3. * Employer Address
Address Line 1
Address Line 2
City
State -Select-
ZIP Code

4. Telephone Number

5. * Type of Work

6. * Method Of Contact -Select-
a. If In Person, please enter Contact Name
b. If In Person, please enter Contact Title
c. If Telephone, please enter Telephone Number
d. If E-Mail, please enter E-mail Address
e. If Online, please enter Website Address
f. If Fax, please enter Fax Number

7. * Result -Select-

<Back Next>

Figure 74: Work Search Record Details screen

Step 5: Review the Work Search Summary Screen. Click Add Another Work Search

Add Another Work Search to enter additional work search efforts during the week claimed. Click the Submit **Submit** button to move to the next screen.

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WC-806

Work Search Summary

Required Information

Claimant SSN Claimant Name

Work search details for the week of:
Sunday, October 29, 2017 - Saturday, November 04, 2017.

Date of Contact	Employer Information	Employer Address	Type of Work	Method of Contact	Result of Contact	Action
11/01/2017	Wal Mart	1 MAIN ST SKOWHEGAN ME 04976 (111)111-1111		Website walmart.com	Application Submitted	Edit

You are expected to make a reasonable effort to obtain a job each week. Choose from one of the following options to proceed.

Add Another Work Search **Submit** ←

Note: Failure to meet MDOL work search requirements will result in the denial of benefits.

Figure 75: Work Search Summary screen

Step 6: Acknowledge the Work Search Record entered by entering the last four digits of the Social Security Number in the box on the screen. Click the Next **Next>** button to move to the next screen.

The screenshot shows the 'Work Search Record Acknowledgement' screen. At the top, there's a navigation bar with 'Maine.gov' and links for 'Agencies', 'Online Services', 'Help', and a search bar. Below this are logos for 'REEMPLOY ME' and 'MAINE DEPARTMENT OF LABOR'. A 'Welcome' message is on the left, and 'Home' and 'Log out' links are on the right. A horizontal menu contains buttons for 'Unemployment Claim', 'Weekly Certification', 'Update Address', 'Benefit Maintenance', 'Inquiry', 'Correspondences', 'File Appeal', and 'View & Print 1099'. The main content area is titled 'Work Search Record Acknowledgement' with a sub-header 'Required Information'. It includes fields for 'Claimant SSN' and 'Claimant Name'. A paragraph states: 'MDOL audits the information you provided to verify its accuracy. Failure to comply with MDOL work search requirements may result in an overpayment, garnishment of future wages, and/or prosecution in Federal and/or State courts.' Below this is an 'Acknowledgement' section with a certification statement for the week of October 29 to November 04, 2017. A red asterisk indicates a required field: 'Enter the last four (4) digits of your SSN as your electronic signature verifying that you have read and understood the Acknowledgement statement above.' A text input box is provided for this, with a blue arrow pointing to it. At the bottom right are '<Back' and 'Next>' buttons. The identifier 'WC-804' is in the top right corner.

Figure 76: Work Search Acknowledgement screen

Step 7: Click the File Weekly Certification **File Weekly Certification** button to continue filing the Weekly Certification.

The screenshot shows the 'File Weekly Certification' screen. It has the same header and navigation as Figure 76. The main content area displays the message 'Your work search response has been saved.' followed by 'Please click the button to file weekly certification'. A button labeled 'File Weekly Certification' is at the bottom right. The identifier 'SUC-002' is in the top right corner.

Figure 77: File Weekly Certification screen

Step 8: The Weekly Certification details screen will show the questions as already answered; they were previously completed on the Automated Phone Filing System. Click the Next **Next>** button to move to the next screen.

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Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099 WC-004

Weekly Certification Details

* Required Information

Claimant SSN: _____ Claimant Name: _____

Address: _____

Answer the following questions for the week of:
Sunday, October 29, 2017 - Saturday, November 04, 2017.


Providing false information is punishable by law.

- * If work had been available to you, would you have been physically able to work each day during the week? ☒ Yes ☐ No
- * If work had been offered to you, would you have been available to work each day during the week? ☒ Yes ☐ No
- * Did you refuse any work during the week? ☐ Yes ☒ No
- * Did you refuse any job referral from the Job bank during the week? ☐ Yes ☒ No
- * Did you work or perform any services during the week? ☐ Yes ☒ No
- * Did you have any earnings through an odd job for the week? ☐ Yes ☒ No
 - If Yes, Enter the amount earned from the odd job.
\$
- * Do you have a definite date to return to full time employment? ☐ Yes ☒ No
 - If Yes, please enter the date you will return to full time employment.
MM / DD / YYYY
 - If Yes, please select the Employer type.
-Select-
- * Did you attend jury selection or serve as a member of a jury during the week? ☐ Yes ☒ No
 - If Yes, Enter the amount of the stipend excluding mileage reimbursement.
\$?
- * Did you receive holiday pay, vacation pay, bonus pay, dismissal wages, wages in lieu of notice, or severance pay from any employer for the week? ☐ Yes ☒ No
 - If Yes, select atleast one type and enter the amount.

Select	Type	Amount(\$)
<input type="checkbox"/>	Holiday pay	\$ <input type="text"/>
<input type="checkbox"/>	Bonus pay	\$ <input type="text"/>
<input type="checkbox"/>	Vacation pay	\$ <input type="text"/>
<input type="checkbox"/>	Wages in lieu of notice	\$ <input type="text"/>
<input type="checkbox"/>	Dismissal Wages or Severance or Terminal Pay	\$ <input type="text"/>
- * Did you begin receiving a pension other than social security or did a previously reported pension change? ☐ Yes ☒ No
- * Do you wish to change the number of dependents from the prior claim week? ☐ Yes ☒ No
 - If yes, do you have the details of the dependent? ☐ Yes ☒ No

<Back **Next>**

Figure 78: Weekly Certification Details screen

Step 9: Verify the Weekly Certification Responses. Click the Next  button to move to the next screen.

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Welcome

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Inquiry Correspondences File Appeal View & Print 1099

Home Log out

WC-006

Verify Weekly Certification Responses

Claimant SSN Claimant Name

Verify your responses for the week of:
Sunday, October 29, 2017 - Saturday, November 04, 2017.

1. If work had been available to you, would you have been physically able to work each day during the week? Yes
2. If work had been offered to you, would you have been available to work each day during the week? Yes
3. Did you refuse any work during the week? No
4. Did you refuse any job referral from the Job bank during the week? No
5. Did you work or perform any services during the week? No
6. Did you have any earnings through an odd job for the week? No
- a. If Yes, Enter the amount earned from the odd job. \$0.00
7. Do you have a definite date to return to full time employment? No
8. Did you attend jury selection or serve as a member of a jury during the week? No
- a. If Yes, Enter the amount of the stipend excluding mileage reimbursement. \$0.00
9. Did you receive holiday pay, vacation pay, bonus pay, dismissal wages, wages in lieu of notice, or severance pay from any employer for the week? No
- a. If Yes, select at least one type and enter the amount.

Type	Amount(\$)
Holiday pay	\$0.00
Bonus pay	\$0.00
Vacation pay	\$0.00
Wages in lieu of notice	\$0.00
Dismissal Wages or Severance or Terminal Pay	\$0.00

10. Did you begin receiving a pension other than social security or did a previously reported pension change? No
11. Do you wish to change the number of dependents from the prior claim week? No

If you worked during the week claimed, Sunday through Saturday, you must report any earnings even if you do not get paid until later. Failure to report work and earnings may result in a fraud disqualification that will stop your benefits and result in an overpayment to the state of Maine. To change or enter any additional employment details select **Back**.
To receive Unemployment Insurance benefits, Maine law requires that you be able and available for work. To change any of your answers for Questions 1-11, select **Back**.



 

Figure 79: Verify Weekly Certification Responses screen

Step 10: Acknowledge the Weekly Certification entered by entering the last four digits of the Social Security Number in the box on the screen. Click the Submit **Submit** button to move to the next screen.

The screenshot shows the 'Weekly Certification Acknowledgement' screen. At the top, there is a navigation bar with 'Maine.gov' and links for 'Agencies', 'Online Services', 'Help', and a search bar. Below this is a banner with the 'REEMPLOY ME' logo and the 'MAINE DEPARTMENT OF LABOR' logo. A 'Welcome' message is on the left, and 'Home' and 'Log out' links are on the right. A horizontal menu contains links: 'Unemployment Claim', 'Weekly Certification', 'Update Address', 'Benefit Maintenance', 'Inquiry', 'Correspondences', 'File Appeal', and 'View & Print 1099'. The page ID 'WC-010' is in the top right. The main content area is titled 'Weekly Certification Acknowledgement' and includes a 'Required Information' section with fields for 'Claimant SSN' and 'Claimant Name'. A paragraph states: 'MDOL audits the information you provided to verify its accuracy. Failure to properly report any earnings may result in an overpayment, garnishment of future wages, and/or prosecution in Federal and/or State courts.' Below this is an 'Acknowledgement' section with a text block: 'The information that I have provided is true to the best of my knowledge. I have neither applied for, nor received Unemployment Insurance benefits for the week beginning **Sunday, October 29, 2017** and ending **Saturday, November 04, 2017** from any other State, the United States, or Canada, except as claimed. This claim is made with my full knowledge that the law provides penalties for making false statements or concealing material facts to obtain or increase benefits.' A note asks the user to 'Enter the last four (4) digits of your SSN as your electronic signature verifying that you have read and understood the Acknowledgement statement above.' with an empty text box. At the bottom right are '<Back' and 'Submit' buttons.

Figure 80: Weekly Certification Acknowledgement screen

Step 11: Weekly Certification Confirmation screen. Click the **Home** button to return to the home screen.

The screenshot shows the 'Weekly Certification Confirmation' screen. It has the same header and navigation as Figure 80. The main content area is titled 'Weekly Certification Confirmation' and includes fields for 'Claimant SSN' and 'Claimant Name'. Below these is an 'Address' field. A paragraph states: 'Your weekly certification for the week of **Sunday, October 29, 2017** - **Saturday, November 04, 2017** has been accepted. You will be able to view the status of your weekly certification online after 10:00 AM on Friday, November 17, 2017.' A 'Home' button is located at the bottom right. The page ID 'WC-011' is in the top right.

Figure 81: Weekly Certification Confirmation screen